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The Tenth Annual Meeting of the Society of American Archivists

By ROBERT H. BAHMER

War Department

THE successful organization of the tenth annual meeting of the Society of American Archivists, held jointly with the American Association for State and Local History, in Washington, D. C., October 24 and 25, 1946 resulted in large measure from the efforts of the Local Arrangements Committees and the support of the sponsors, The National Archives, The American University and Catholic University. The closing of most of the Washington hotels because of labor difficulties some ten days before the meetings required first, a decision that the meetings be held as planned and, second, arrangements to accommodate out-of-town guests, changes in luncheon meetings, etc. To the credit of the Local Arrangements Committees all details were nicely coordinated and everyone, it is believed, was taken care of satisfactorily. The registration of 113, while it did not mark a new peak in attendance, does not reflect the considerable number of visitors, largely from the Federal Interagency Records Administration Conference, who attended the sessions.

The objective of the Program Committee in providing subjects and speakers for the several sessions was to stress certain aspects of the archivist's relationships with those governmental and private agencies and individuals whom he serves. The emphasis was less on problems of internal management and administration of archives and more on a consideration of the position of the archives institution as an agency serving governmental officials and the public.

The opening session on Thursday morning, presided over by Dr. Waldo G. Leland, Executive Secretary of the American Council of Learned Societies, was devoted to a discussion of the utilization of archival materials.¹

Two papers were presented, the first by Dr. Philip Hamer of the National Archives Staff, the second by Mr. Herbert Angel, Director of

¹At the beginning of the first session Mr. Louis H. LaMotte, Vice President of International Business Machine Corporation, presented to Dr. Solon J. Buck, Archivist of the United States, a collection of sound recordings of broadcasts made by the late President Roosevelt.

the Office Methods, Navy Department. Dr. Hamer, who for several years has been in charge of the records description program of the National Archives outlined the project with which he is currently concerned for the production of guides to the records of World War II. Several finding aides, Dr. Hamer said, are contemplated: A handbook of Federal agencies of World War II, similar to that produced for World War I; inventories; special bibliographies and lists; and a synthesis organized functionally according to the several major wartime activities of the government. Dr. Hamer stressed the difficulties posed by a project of this nature, most of which he indicated, were the result of the great quantity of records which was created during the war. This huge accumulation requires that any guide be selective, and immediately the archivist is beset with doubts as to whose interests may be neglected. Dr. Richard Heflebower, Economist of the Brookings Institution and a member of the Social Science Research Council Committee on War Records and Research, in commenting on Dr. Hamer's paper raised an even more serious question as to archival guides. From his point of view, Dr. Heflebower said, the description of records usually found in an archival guide are insufficient to permit an appraisal of their value to any particular study. To the spectator the discussion indicated the necessity for the archivist (1) to determine the needs of those who are expected to utilize his guides, and (2) to consider whether the usual type of guide is not in effect a finding aid for the archivist rather than a tool for the research worker.

Mr. Angel's paper presented an indictment of the scholars and students for their nonuse of archives. He pointed out that in the ten years since the establishment of the National Archives only a small number of scholars have utilized the resources of that institution, even among those who were working on subjects on which substantial information could be found in government records. In addition to adequate guides describing records Mr. Angel recommended the production of a guide which would explain how to utilize the records of government agencies. Mr. Heflebower and Mr. Thurman Wilkins of the War Department Historical Records Section, suggested that one reason for the nonuse of government records was the restricted nature of many of the documents, a point substantiated by Dr. Leland. Dr. Ernst Posner, Dean of the Graduate School, The American University concluded the discussion by remarking that it was perhaps unfair at this time to judge that scholars and students were ignoring the records of the Federal Government. Since the establishment of the National Archives in 1935, he pointed out, the research worker has had to contend first with depression and then with World War II, factors which militated against extensive research in Washington.

The afternoon session of the first day considered wartime development in two technical records fields—cartographic and geographic records and photographic records. The chairman of the session, Mr. Dan Lacy, Director of Operations, the National Archives, remarked in opening the session that these fields are becoming increasingly important to archivists and records administrators and can not be neglected. The truth of his statement was borne out by the facts presented by two speakers, Mr. Herman Friis of the National Archives and Mr. Donald Holmes of the Library of Congress. Mr. Friis, in a paper which described the accomplishments of the Federal government in the production of cartographic and geographic intelligence data, stated that by the end of the war the Navy Hydrographic Office was producing charts at the rate of 45 million copies a year and that the Army Map Service in five years produced some 500 million sheets of maps. These, together with the files accumulated by the Aeronautical Chart Service, the U. S. Coast and Geodetic Survey, the Office of Strategic Service and Joint Army and Navy Intelligence, constitute an enormous volume of cartographic and geographic records, many of which, Mr. Friis said “have not been processed, analyzed and used in computation. These are among the large mass of World War II records with which we as archivists shall be concerned for a long time to come.”

Mr. Holmes' paper on “Wartime Photographic Activities and Records Resulting Therefrom” detailed the infinite variety of ways in which American industry and the military forces used photography to further the war effort. Training films for both military and civilian personnel, x-rays to detect flaws in equipment, v-mail, photomail and other microfilm together with aerial and other combat photography give us, in the words of Mr. Holmes, a record on film “of how the United States awakened, arose, armed, trained, and fought.” In mass, if gathered in one place, these photographs would more than fill the National Archives building.

In view of the archivist's interest in the disposal of records, Mr. Holmes' and Mr. Friis' discussion of the criteria for determination of the record and nonrecord character of photographic and cartographic materials was of particular interest. Archivists have reached substantial agreement with regard to ordinary paper records, but little has been done in the establishment of standards by which operating offices can be guided in the day to day disposal of technical records. The points made by Mr. Holmes and Mr. Friis might well be taken as the basis for further inquiry into this question.

The members who attended the dinner at The American University Thursday evening were stimulated by the presidential address of Dr. Solon J. Buck, Archivist of the United States and President of the

Society of American Archivists. Dr. Buck, who was introduced by Dr. Guy Stanton Ford, Executive Secretary, American Historical Association, called on the archivists to recognize their responsibilities in advancing the cause of international understanding and peace by taking steps to preserve properly and make available for use "the archives of mankind, the official record of human experience in organized living." Dr. Buck proposed the establishment of an international organization "dedicated to the task of preserving, improving, and promoting the effective utilization of man's cultural heritage throughout the world." Dr. Buck commented on the recent creation of the United Nations archival unit and on the efforts of the United States National Commission for the United Nations Educational, Scientific and Cultural Organization, but he urged more positive action. Specifically the Archivist proposed that the Society of American Archivists and the National Archives call a world congress of archivists to consider the formation of an International Archives Council. International cooperation in the field of archives, Dr. Buck asserted, can contribute materially to the cause of peace and the advancement of civilization.

Dr. Buck's proposals were endorsed in resolutions passed at the business meeting of the Society held Friday afternoon.

The Role of Records in Administration formed the theme of the session held Friday morning. The principal speaker of the panel, presided over by Dr. Wayne C. Grover, Chief, War Department Records Management Section, was Dr. Fritz Morstein Marx, Assistant to the Director of the Bureau of the Budget. Dr. Marx's analysis of the position of records management in the process of modern public administration was a challenge to archivists and records administrators alike. "Effective management," Dr. Marx said, "requires coherence of administrative planning and executive control. Both in turn depend in large part on a sound system of records, logically organized, stripped of useless paper and readily accessible throughout the organization." The records administrator cannot afford to withdraw into his specialization, Dr. Marx emphasized; he is a staff specialist having custody of the evidence of the agency's thought and action, and as such he must furnish to the government executive and his assistants a reference service that will make available pertinent documentary resources when and as required. In the field of reference service, Dr. Marx concluded, lies the future of records administration.

To archivists and records officials, who are aware of the condition and character of files in most state and federal agencies and in a large segment of American business, the address raised a fundamental question: Why are records systems presently in effect contributing so little to the objectives outlined by Dr. Marx? That deficiencies exist was

highlighted by Dr. Harry Yoshpe, Historian of the Armed Forces Industrial College, who pointed out the practical difficulties faced by the historian in the use of modern files. Miss Margaret O'Dell of Remington Rand Corporation and Miss Dorothy K. Taylor, Director of Records, D & R G W Railway commented on developments in record organization in modern business. Mr. Henry Edmunds of the International Monetary Fund and formerly of the War Production Board presented convincing evidence from the experience of these two agencies that a records system can be organized and managed to make it effective in terms of top management and administration. As Dr. Marx remarked at the close of the session, numerous questions were raised, but few were answered. It is hoped that the answers will not be long delayed since the future position of records administration in the federal government and elsewhere will depend in large part on the resolution of the issues involved.

At the luncheon session on Friday a paper written by Dr. Philip C. Brooks of the National Archives on the history of the Society of American Archivists during its first decade of existence was read by Dr. Martin Claussen, also of the National Archives. As the chairman of the session, Mr. Lester J. Cappon of the Institute of Early American History and Culture at Williamsburg, Virginia, explained that the illness of Dr. Brooks prevented his personal appearance at the luncheon. Dr. Brooks, Secretary of the Society during the first six years of its life, is intimately acquainted with the progress of the organization, and his account forms a valuable record of objectives, trends and accomplishments. The Society, Dr. Brooks reminded his listeners, was the outgrowth of an archival movement begun in 1899 by the American Historical Association. Established in 1936 the Society began with a membership of 124 individuals and four institutions; by 1943 individual members had increased to 231.

Dr. Brooks traced the development of the publication program of the Society which began with the publication of the *American Archivist* in January 1938, commented on the fact that annual meetings were held without a break despite wartime conditions and criticized many of the committees of the Society for their failure to produce any constructive product.

The afternoon session returned to a consideration of the archivist's position as one member of a family of governmental officials. Mr. H. H. Eddy, Acting Director, North Carolina Department of History and Archives, in a paper on the responsibilities of the state archivist to other state officials, called on state archivists to recognize the opportunities within their field to play a larger role in state administration. Mr. Eddy pointed to the example of the National Archives in this respect and

insisted that state archival agencies cease to be "flunkies to the antiquarians."

Dr. Leon De Valinger, Jr., Delaware State Archivist, spoke on the problem of county records, pointing out the advantages of centralization and maintaining that the state has primary responsibility for the care and preservation of local records. "The majority of public records the average citizen needs," Dr. De Valinger pointed out, "are county records and he believes and expects that they are being well cared for." Proper maintenance can be given, he said, only when the records are centralized by the state. This point of view was supported by Mr. Gust Skordas of the Maryland Hall of Records and contested by Mr. Albert Corey of New York. Mr. David Duniway, State Archivist of Oregon, commented on Mr. Eddy's remarks.

At the dinner meeting Friday evening at the American University, held jointly with the American Association of State and Local History, Dr. Karl Trever of the National Archives and Mr. Herbert A. Kellar of the McCormick Historical Association discussed the status and need of training for archivists and for personnel of historical agencies. Dr. Trever reviewed the influence of the Society's Committee on Training on the establishment of formal academic training in archival administration, and paid tribute to Dr. Ernst Posner, Dean of the Graduate School and Professor of Archival Administration at the American University, and to Dr. Buck for their part in the development of the training programs now in effect in academic fields and within the Federal government. Dr. Trever discussed the need for archival internships and reviewed the program for the training of archivists from Latin America which is carried on by the National Archives through the cooperation of the Inter-Department Committee for Scientific and Cultural Cooperation. Mr. Kellar also stressed the need for internships. Neither archivists nor curators of historical societies can be produced in a classroom, he said. Mr. S. K. Stevens, State Historian of Pennsylvania, presided over the session and Dr. Posner, Dr. Buck and Dr. Corey, New York State Historian, took part in the discussion.

At the annual business meeting of the Society held Friday afternoon Solon J. Buck was reelected President, William B. McCain, Director of the Mississippi State Department of Archives and History, was elected Vice President; Ernst Posner was named Council Member; and Helen L. Chatfield, Records Officer of the Budget Bureau, and Lester J. Cappon of the Institute of Early American History and Culture at Williamsburg, Virginia, were reelected Treasurer and Secretary respectively. Denver, Colorado, was selected as the location of the eleventh annual meeting, with the time tentatively set for late in September, 1947.

The Archivist's "One World"¹

By SOLON J. BUCK

Archivist of the United States

ANYONE who surveys the evolution of human relations from pre-historic times to the present must inevitably become aware of a general trend toward the formation of larger and larger units of organized social activities. Man is a gregarious animal, and the totality of the human race seems to be the only limit that can be set to his tendency to work with and through other men. In the political domain the multitude of independent entities that have existed in the past have been reduced to about 60 and most of these are now members of an international federation. Moreover the great majority of human beings are citizens of one of the five or six largest of these sovereign states. In the cultural domain diffusion, adaptation, or amalgamation has proceeded even more rapidly, especially in recent years, so that it may be said today that, in the place of the multitude of distinctive tribal, racial, and national cultures of earlier times, mankind possesses one human culture or civilization, with many local variants and adaptations.

Civilization is not, of course, a material thing, though it has many physical manifestations. It exists in and functions through the minds of men. It consists of ideas, including both knowledge and belief, and men derive these ideas from observation and experience—not only observation and experience of the physical world about them, but also of the ideas of other men and especially of the recorded ideas of men remote from them in time or space. Fortunately man long ago developed the facility of symbolical representation of his ideas, the products of his mind, by means of spoken words and other sounds, writing, musical notation, pictures, and the like, and this facility enabled him to make a record of his ideas. These recorded ideas constitute an enormous body of documentation that serves as a reservoir from which are drawn most of those ideas in the minds of men that constitute civilization. Such a body of documentation, which enables men to draw upon the observation and experience of many other men of their own and preceding generations in forming their ideas, appears to have been a prerequisite for the development of civilization out of the primitive cultures of pre-

¹ Presidential address, delivered at the tenth annual meeting of the Society of American Archivists, at Washington, October 24, 1946.

literate men. It would appear, therefore, that civilization rests squarely on documents and that its preservation and improvement depends in large part on the preservation, improvement, and effective utilization of man's cultural heritage of documents.

Fortunately there have long been in existence in many parts of the world men who have made it their business to assemble and preserve documents and to make them or the ideas in them available to others. Whether we call them librarians, archivists, record keepers, or museum curators, they are all documentalists, they are all concerned with preserving and making available recorded ideas. Their functions may be less exalted than are those of men who evolve new ideas and create symbolic representations of them, of men who by means of research extend the boundaries of knowledge, or even of men who disseminate knowledge and ideas by teaching and other means; but all these men are dependent upon the documentalists for access to recorded ideas of others, for the preservation and availability to others of their own ideas, or for both.

Although librarians and archivists are both documentalists, are both concerned with preserving documents and making them available, there is a fundamental difference between their respective functions. The librarian is essentially the servant or representative of the reader of his wares. He assembles the documents his readers want to consult from whatever source they may be available, usually as individual documents, and he groups them by subject matter regardless of their provenance. The archivist is essentially the servant or representative of the agencies that created, not the individual documents, but the bodies of archives or official records that have been placed in his custody; it is his responsibility to preserve the integrity of those bodies of official records, to make them or the information in them available to those agencies or their successors, and to render such service on them to others as does not interfere with his primary responsibilities. The librarian's holdings, mainly printed books, usually exist in multiple copies and can be replaced if lost or damaged; the archivist's holdings, as bodies of related official records, are usually unique, though duplicate or even multiple copies of individual documents therein may exist in other bodies of records or in libraries. Of course many librarians, especially those in charge of manuscript divisions of libraries, are also archivists in that they have accepted the responsibility of administering bodies of official records. Fortunately most such librarians now recognize the importance of maintaining the integrity of groups of records in their custody.

Although all documents may be said to be records in the broad sense that they record ideas, I shall use the word hereafter in this paper in the narrower sense of the records officially preserved by some agency,

public or private, or by its legitimate successor, as the records or archives of that agency. Instead of the cumbersome term "bodies of official records" that I have been using, I shall from now on use the term "record group," which we have adopted in the National Archives as an approximate equivalent of the French "*fonds*." The National Archives, as you doubtless know, is concerned directly only with the official records of agencies of the Federal Government. We have organized such of those records as are in our custody into some 230 record groups. That was not a simple task. A wide variety of problems arose. Should we establish the groups at the departmental level, the bureau level, or the divisional level? It was easy to say that the records of each agency should ordinarily constitute a single group, but what constitutes an agency? By and large we have as a matter of convenience established the groups at the bureau level. What should be done about records of agencies that were inherited by other agencies? The answer to that question usually depends upon what the successor agency did with the records, in other words whether they were treated as its records and perhaps incorporated with other records or were treated as records in its custody.

I have mentioned these problems in order to illustrate the fact that a unit of archival material may be thought of as belonging to several record groups—the records of a discontinued agency, the records of a division that inherited them, the records of the bureau of which the division is or has been a part, and the records of the department of which the bureau is or has been a part. It is obvious that all the records with which the National Archives is primarily concerned may also be thought of as constituting on another level a single record group, the records or archives of the United States Government. That is a useful concept, not only because the Government as a whole is in a sense a single agency, especially in relation to other governments, but also because of the interrelations among the records in the several record groups. Although each of these groups is a unique and distinct physical entity, many of the activities recorded in them have involved two or more agencies of the Government and consequently have left deposits of records, in different relationships, in more than one record group. The searcher who wants to know all the pertinent facts concerning such activities, whether for administrative or research purposes, must usually consult documents in more than one record group. That is one of the principal reasons why it is desirable that all the valuable noncurrent records of all the agencies of the Government be concentrated in the custody of a single agency.

The interrelations of record groups do not end with the Federal

Government, however. They are as broad as are the interrelationships involved in the transactions recorded in them. Federal relationships with State and local governments and with nongovernmental agencies, institutions, and even individuals have always been extensive and have been increasing in recent years. It would appear to be useful, therefore, to think of all the records of all the agencies through which the American people have endeavored to attain their objectives as constituting in a sense a single record group, the records or archives of the American Nation. I should hasten to say that I would consider it highly undesirable, if it were possible, to concentrate all such records in a single place or even to establish any sort of central supervision over them. It might be noted, however, as evidence of the validity of the concept of a single record group at this national level that a number of governments have set up central archival administrations with some authority concerning and responsibility for all the archives of the nation in this broad sense.

There is, of course, one more level to which we should lift our eyes in this consideration of the unity of archives. It is not necessary for me to discuss the interrelationships among nations, governments, and peoples that are reflected in their records or to do more than call attention to the obvious fact that there have been for many years international agencies, public and private, whose records cannot logically be considered as a part of the archives of any single nation. Should we not, therefore, think of all the archives of all the nations of the world, together with the archives of all international agencies of all sorts, as constituting the archives of mankind, the official record of human experience in organized living?

If this concept of record groups at different levels, culminating in the archives of mankind, has validity, archivists everywhere should consider its implications. A record group is something more than the sum of its parts. It has an integrity, a meaning in itself. No part can be lost or neglected without affecting other parts and the group as a whole. No one of us who has the custody of certain parts of a larger whole can or should try to stand alone. The administration of archives is a cooperative enterprise—cooperative at every level. Archivists at all levels in all nations, and also archivists who are or may be primarily concerned with international matters, should give attention not only to the records within their jurisdictions but also to the protection and effective utilization of man's total archival heritage.

That there should be cooperation and exchange of experience among archivists is not a new idea of course. The fact that the Society of American Archivists is now completing a decade of fruitful activity is ample evidence of the recognition of this need in our own country at

the national level. Similar national associations of archivists existed in other countries before our Society was formed, and other such associations have been set up more recently. There have also been two or three regional organizations such as the Association of Librarians, Archivists, and Custodians of Museums of the Caribbean Area.

There has also, of course, been a very considerable interchange of ideas among archivists of different institutions and even different countries through journals, reports, and other publications; correspondence, visits, and exchange of personnel. The National Archives recognized at the outset that it needed to draw as fully as possible on the pertinent experience of older archival agencies. It assembled and studied the available literature concerning archives administration, and members of its staff visited archival agencies in this country and abroad and corresponded with archivists throughout the world. Despite the fact that our National Archives is one of the youngest of such agencies, it has done a pioneer job in coping with relatively large masses of very modern records, and it now finds that its advice and assistance are much in demand. Hardly a week goes by without a visit from one or more archivists from other institutions, many of them from foreign countries, and these are far more than courtesy calls. Our reports and other publications, which set forth our practices and experiences rather fully, have been much in demand. During the war we at the National Archives and other American archivists became actively concerned about the fate of archives in war areas, and we are still giving attention to archival problems in areas under American military government.

Our experiences and observations in these connections have convinced us that there is great need for and that the time is ripe for the establishment of (1) an agency for the administration of the rapidly growing body of international archives and (2) an international association in the field of archives. I believe that American archivists, and especially this Society, have the opportunity and the obligation to play an important role in connection with developments along both of these lines.

When it became apparent, as a result of the San Francisco conference in the summer of 1945, that the United Nations was likely to be a reality, it seemed to us at the National Archives that an effort to bring about the establishment of an international archival agency tied in with the United Nations might be successful. As a consequence we prepared a seven-page document entitled *Proposal for the Establishment of a United Nations Archives*, which in October 1945 was processed in a considerable number of copies, but not published. This document pointed out that "there exists at present no appropriate archival repository for the records of international agencies that pass out of existence,

for noncurrent records of continuing international agencies, or for other records of international interest and importance that cannot logically be placed in the permanent custody of any one national government." Attention was called to the fact that "established governmental organizations of size and importance should have, and sooner or later usually will have, a recognized archival repository wherein are kept separate from current records and under the care of specially trained personnel those noncurrent records that are of enduring value and need to be preserved indefinitely"; and it was suggested that, if and when the United Nations sets up such an archival agency to care for its own noncurrent records, it should attempt to make a contribution "to the solution of problems that have developed with respect to the care and custody of other records created on an international level or clothed with an international interest."

The document discussed at some length the practices that have prevailed in the past with reference to the records of international congresses and conferences, and especially of international agencies responsible for operating programs; and emphasis was laid on the fact that the records of a number of such operating agencies of the first World War and the reconstruction period that followed it were not available for use when they were needed by the Allied Governments in connection with the last war. Many of them in fact seem to have disappeared and others have been broken up and scattered.

The document then called attention to four "categories of records for which an international archival repository is needed." These are:

(1) "Noncurrent Records of the United Nations Organization and its Various Affiliated Bodies." There is already a considerable bulk of such records, including those of the San Francisco conference and of the United Nations Preparatory Commission. Obviously their preservation is a proper function of the United Nations, and the defense of their integrity requires that they be kept apart from current operating records.

(2) "The Archives of International Organizations that the United Nations Displaces or Absorbs in Whole or in Part." The archives of the League of Nations constitute the most important group in this category, but there are also numerous specialized international agencies that are likely to be superseded or absorbed into new agencies related to the United Nations and such of their records as have enduring value should be carefully preserved.

(3) "Records of Other International Organizations." It would seem that a United Nations Archives would be the logical repository for such noncurrent records of other discontinued or continuing international

agencies as might be deposited with it by the agencies themselves or by agreement among the governments concerned. Of special interest at the moment are the records of UNRRA and of the United Nations War Crimes Commission.

(4) "Records of International Concern and Importance." Prominent in this category are the military and similar records of aggressor nations that have been defeated through the joint efforts of the United Nations—records that, although national in origin should not in the interests of world peace be left in the custody of the nation that created them, but should, nevertheless, be preserved for such research and other use as can safely be made of them.

In discussing "the essential functions of a United Nations Archives" the document proposed that, in addition to the usual accessioning, preservation, arrangement and description, and reference service functions of an archival agency "the United Nations Archives should participate in the appraisal of international records proposed for disposal, in order to insure against the disposal of material of continuing administrative or research value," and that it should actively assist international operating agencies "in developing procedures for the disposal of records as soon as they have outlived their usefulness." Among possible additional functions that were suggested are: an advisory service to the offices of the United Nations and other international agencies in connection with the management of their current records; research on the background of current problems to be performed at the request of agencies of the United Nations or of other international organizations; and technical advice to the United Nations in connection with archival questions involved in international relations or disputes.

The document concluded with recommendations that a United Nations Archives be established as a separate and distinct facility within the Secretariat of the United Nations. It was recognized, however, that, "until an adequate repository is constructed or otherwise made available at the seat of the Secretariat," available repositories in other parts of the world might well be used. The importance of cooperation with the national archival agencies of member nations was stressed and it was suggested that an advisory committee of national archivists be established.

Through the courtesy of officials in our State Department and on the staff of our delegation to the United Nations Assembly copies of this *Proposal* were brought to the attention of officials of the Secretariat of the United Nations. Just how much influence they had I have no means of knowing. The first intimation I received that the Secretariat had interested itself in the matter of archives was a letter, dated July

25, 1946, from Dr. Arvid Pardo, "Acting Archivist of the United Nations," in which he announced his intention of visiting me and the National Archives the following week. Dr. Pardo impressed me as a very competent and open-minded person. He had not had professional training or experience as an archivist, but he had had some experience in caring for the records of the San Francisco Conference while they were in the custody of the Preparatory Commission in London. He had not seen a copy of our *Proposal* until I handed one to him, but his ideas as to the desirable archival activities of the United Nations appeared to be very similar to those we had set forth in the *Proposal*. It developed that his section had been set up as a part of the Library in the Hunter College headquarters of the Secretariat, that he had a staff of three or four people, and that he had in his custody the records of the San Francisco Conference and of the Preparatory Commission. Many of these records were still boxed, however, and he did not have adequate space in which to arrange them and make them available for use.

Later I learned that about the time the Secretariat was moved to Lake Success the Archives Section was transferred from the Library to the Registry and Communications Division. In a letter dated September 23 Dr. Pardo informed me that decisions had been reached to increase the space allotted to the Section from 750 to 4,000 square feet; to increase the staff from seven to twenty persons; and, most important of all, to take steps to secure the UNRRA and the War Crimes Commission records, which, he hoped, would be "a first step towards the establishment of an international repository." Shortly thereafter Dr. Pardo transferred to another position in the Secretariat, and a competent and experienced member of the professional staff of the National Archives, Robert Claus, was appointed "Acting Archivist of the United Nations" for a period of six months. Mr. Claus has been on the job for about two weeks, but I have as yet heard nothing of his experiences. Only time can tell whether this Archives Section is the embryo of an international archival agency of the sort envisioned in our *Proposal*, but it is possible that the influence of archivists throughout the world, exerted through their governments or their national associations and perhaps in time through an international association, may have much to do with determining the outcome.²

A United Nations Archives, if it develops satisfactorily along the lines laid down in our *Proposal*, will care for the records of international

² A resolution recommending "the establishment by the United Nations of an effective international archival agency with an adequate staff of professional archivists" was adopted by the Society of American Archivists at its annual business meeting on October 25, 1946.

government. There is, however, a second great need to which I have alluded—that of an international organization dedicated to the task of preserving, improving, and promoting the effective utilization of man's archival heritage throughout the world. It is our belief that this organization should be created and administered by archivists. It should be an independent organization, but it should be "related" to the United Nations and its subordinate and affiliated organizations, especially the United Nations Educational, Scientific, and Cultural Organization, now commonly referred to as UNESCO. Very effective aid may be available from UNESCO in promoting the establishment and facilitating the activities of an international association in the field of archives, but it cannot be expected to do itself the work that needs to be done in this field.

Because of the uniqueness of archival material no one country can possess more than a small part of the total archival heritage of mankind—usually the relatively small part that it has itself created. For access to the other parts it must depend on the cooperation of other countries and the archivists of those countries. Such cooperation is vital to internationalism. Scholarship that feeds upon the archival resources of a single country cannot be otherwise than one-sided and nationalistic. The only antidotes are freedom of access to the originals in whatever country they may happen to be and the making and exchange of photographic facsimiles.

But these measures in the interest of internationalism—and I might add enlightened nationalism—presuppose the preservation and efficient administration of the separate parts that compose the archival whole. The loss of an important body of records in any country is a loss to all countries—and it matters little in retrospect whether that loss be caused by an atomic bomb, unintelligent handling, or mere neglect. The defense of archives in these difficult times will hardly be possible without the full and frank sharing of ideas, methods, equipment, and techniques among the archivists of all lands.

International agencies in the archival field have not been entirely lacking in the past. The Congress of Archivists and Librarians that met in Brussels in 1910 influenced archival conceptions and practices in many countries, but it had no successors and plans made at various times to hold an international congress of archivists have all been abortive. The attention given to archives in the quinquennial Congresses of the Historical Sciences, the work of the Commission on Archives of the International Committee of Historical Sciences, the activities of the Technical Committee of Archivists set up in 1931 by the International Institute of Intellectual Cooperation, and the work of the International

Federation for Documentation have all contributed to the advancement of the administration or utilization of archival materials, but their efforts have only scratched the surface of the need for international cooperation in the field of archives. Some of these organizations are now non-existent, others are enfeebled, and the programs of all need to be reconsidered and perhaps integrated into one larger, more unified program commanding common support and greater resources.

The most urgent of the archival problems that now call for international cooperation may be summed up as follows: (1) The preservation of the archives of international government, (2) rehabilitation of war-damaged archives, (3) the defense of archives against the destructive agents of modern warfare, (4) archives in the international peace settlements, (5) problems of dealing with modern records in bulk, (6) handling modern types of records—such as motion pictures and sound recordings, (7) photographic reproduction of records, (8) the international exchange of photographic facsimiles, (9) uniform archival terminology, (10) more effective finding aids to research in archives, (11) the training of archivists, and (12) the preparation of a new edition of the *International Guide to Archives*. Many other areas of cooperation on the international level might be suggested and doubtless will be suggested when the archivists of the world have an opportunity to meet together. The important consideration at this time is the provision of a forum where these subjects can be presented and discussed and where a positive program can be developed. Obviously desirable also would be a permanent office to serve as a center for the exchange of information and for the implementation of plans that have been approved and adopted.

With a view to promoting such a program for international cooperation in the field of archives, we drew up at the National Archives in September 1946 a five-page document entitled *A Proposed Archives Program for the United Nations Educational, Scientific, and Cultural Organization*. This document concluded with specific recommendations to the effect that UNESCO at its meeting in Paris in November (1) call an International Congress of Archivists to meet preferably in 1947, (2) set up a provisional International Committee of Archivists to plan the agenda for the Congress and to be reconstituted by it as a permanent liaison agency between archivists and UNESCO, and (3) provide for a small but permanent unit in its Secretariat to have responsibility for archives.

This document was formally placed before the United States National Commission for the United Nations Educational, Scientific, and Cultural Organization at the first meeting of that commission, which took

place in Washington, September 23 through September 26. This National Commission is an official agency of the Federal Government, recently established by law, to serve as a link between American organizations and individuals and UNESCO and, more specifically, to advise the Department of State on matters relating to UNESCO. One of the main purposes of this first meeting of the National Commission was to review and evaluate proposals submitted by scientists, educators, librarians, and others as to specific tasks and activities that UNESCO might appropriately undertake and to develop from them a unified program that our delegates might present and support at the first meeting of UNESCO.

Into the hopper of proposals to be considered by the National Commission went also the proposal of Fred Shipman, Chairman of the Committee on International Relations of this Society, that "the United States Delegation to UNESCO be instructed to present to the General Conference in Paris in November a proposal that there be held at the earliest possible time an International Conference of Archivists." The National Commission was organized into a number of sections or round tables to give preliminary consideration to the many proposals and to report with recommendations to the Commission. Both of the documents mentioned were referred to the Round Table on Cultural Institutions, which considered matters relating to libraries, archives, museums, and publications. The archival profession has no official representation on the National Commission, but, at the invitation of Luther Evans, who was chairman of the Round Table on Cultural Institutions, I attended some of its sessions. The subject of archives was given ample consideration by this group. Its final report, as approved by the Commission, contains many general recommendations dealing with documentation in which archives are specifically mentioned or included by implication. It also contains these two specific paragraphs:

The Round Table believes that the development of archival services, though to a large extent a matter for local responsibility, is in the interest of the maintenance, increase and diffusion of information which is one of the objectives of UNESCO. In particular, the development of such services is in the interest of the preservation of the materials of research and the truth of the historical record, and it is important furthermore for the advancement of the studies dependent upon these materials that they be readily and equally available to the scholars of all countries. Specifically, the Round Table is concerned that the archives of international bodies, for which there is now no continuing responsibility, shall at least be assured of permanence of custody and availability.

The Round Table consequently recommends that UNESCO take the steps of promoting the formation of an international body of archivists which will

make the development of archival service, exchange of personnel and general accessibility of archives its immediate and continuing concern, and of securing from such a body recommendations regarding the custody and service of the archives of international bodies.

Such then is the language of the report that our delegation will take to the first general meeting of UNESCO. I am inclined now to think it fortunate that our recommendation that UNESCO be urged to call an International Congress of Archivists was changed to a recommendation that it "promote the formation of an international body of archivists."

There are many reasons why it is desirable for archivists themselves to initiate the formation of an international body representative of their interests, and they should be able to do so with such help as UNESCO can give. For one thing, UNESCO could act formally only through the official channels of national governments, and that might not result in the sort of non-governmental organization that I believe should be established. We want an organization that will not be subject to orders from governments national or international but will be free to develop its own program and to work for the implementation of that program through UNESCO or any other appropriate governmental or non-governmental channels.

In our thinking on this subject we have benefited greatly by conferences with Dr. Edward Carter, Counselor for Libraries, Archives, and Museums of the Preparatory Commission for UNESCO, who upon his recent visit to this country entered with enthusiasm into the discussion of archives in the program of UNESCO. Dr. Carter also feels that archivists should themselves take the initiative in forming their International Archives Council, to use one suggested designation for such a body, and that UNESCO should stand ready to help promote or facilitate any such movement. He informed us that funds for archives projects are already in UNESCO's proposed budget and that they may be expected to be available for temporary personnel, travel, and administrative expenses and might well be used, at least in part, for the promotion of an International Archives Council. Present plans for the organization of the UNESCO secretariat call for the establishment of a section for archives, libraries, museums, and cognate activities, in which it is proposed that an archives expert should be stationed, but a permanent appointment will probably be deferred in favor of temporary assignments for specific projects.

The nature of any proposed international archives organization deserves careful consideration. What shall be the basis of representation? If it is to be non-governmental, as seems desirable, the selection of delegates by national governments is ruled out. If there were in each

country national associations of archivists such as the Society of American Archivists, these associations might constitute the membership and select the delegations to international meetings. But this is the case in only a few countries. Archival institutions might be members and send their delegates. But this, strictly interpreted, would leave the associations unrepresented as such, might leave out the general archival administrations in certain countries, and certainly would leave out many individuals competent in the field of archives. Some combination seems desirable. Perhaps all archival associations, regional, national, or local, and all archival administrations or institutions, governmental or private, might be members with the right to send voting delegates to formal congresses. I believe, that there should also be provision for individual members entitled to receive publications and other literature, to attend meetings, and to participate in other activities. The organization, however, should be something more than an association of individuals speaking only for themselves; it should, I believe, be a genuine international council, with its members speaking for established associations and institutions.

The structure of the organization is a matter that should be left to a constituent assembly, of course; but it seems to me that action should be taken without delay to bring about the meeting of such a constituent assembly of archivists of the world and that such action might very properly be initiated by American archivists. I propose, therefore, to send a letter, with supporting documents, to officials of archival associations, agencies, and institutions, and to selected individuals throughout the world proposing the calling of a World Congress of Archivists to set up a permanent International Archives Council. Comments will be requested and it will be suggested to the recipients that, if they approve, they work through appropriate channels to prepare the way for such a Congress. If the response indicates that an adequate representation of archival interests could be obtained, we will, in consultation with the Secretariat of UNESCO, consider more specific steps. I believe, that the letter should be sent out under the joint auspices of the Society of American Archivists and the National Archives of the United States, and a resolution has been drafted, which, if adopted by the Society, will authorize its President to proceed in this matter on behalf of the Society.³

If and when such a Congress is held, and I hope that it may be in 1947, it should not only adopt a constitution or charter for a permanent organization; it should also initiate a comprehensive and constructive

³ Such a resolution was adopted by the Society at its annual business meeting on October 25, 1946.

program of activities, some of which might be performed directly by the organization, some of which might be conducted through UNESCO or other appropriate international channels, and some of which might be recommended to national governments or to individual associations or institutions. It should be recalled that Article XI of UNESCO's charter provides specifically that UNESCO "may make suitable arrangements for consultation and cooperation with non-governmental international organizations concerned with matters within its competence, and may invite them to undertake specific tasks. Such cooperation may also include appropriate participation by representatives of such organizations on advisory committees set up by the General Conference." The International Archives Council should be such a cooperating organization. Much of the work of UNESCO will probably be done through such organizations, but they will retain their right to act independently.

There are other activities of an international character or having international implications of which the Society of American Archivists should take cognizance and in which it might participate through its Committee on International Relations or otherwise.

One of these is our own State Department's program for cultural cooperation. This program has many aspects; the most important for our purposes are those of exchange of leaders, exchange of trainees, and the translation and distribution of publications. These activities, carried on chiefly under the auspices of the Interdepartmental Committee on Scientific and Cultural Cooperation, are at present limited to "the other American Republics"; but, if the so-called Bloom bill passes in the next Congress they will be world-wide. The budget for this Committee is in the aggregate a large one and archival interests have received fair consideration. Under this program from three to five Latin American countries are each year invited to send interns, or "fellows" as they are officially called, to the National Archives. These interns have also visited a number of State archives and libraries, which have been very helpful in giving them a picture of archival practices in such institutions. There has been some exchange of leaders, and such exchanges will be increased and made more of a two-way proposition now that the war is over. Under the translation program the National Archives Bulletin on *The Repair and Preservation of Records* was translated and printed in Spanish and given wide distribution throughout Latin America. Suggestions as to other material appropriate for translation are invited. We at the National Archives believe that this activity is bearing fruit slowly but surely in the furthering of international friend-

ship and understanding and in improvements in the administration of important segments of man's archival heritage.

There is another matter that must be alluded to, even if with reluctance. Another war would be such a profound catastrophe to civilization that the archivist almost instinctively refuses to think about it. Certainly we must believe that it is avoidable, and that the supreme task of our age is to avoid it. At the same time the archivist cannot forget that in time of world catastrophe it is his high mission to defend and preserve as much as possible of the archival heritage. He must be practical enough to realize that this is an era of political instability—that war, while not inevitable, is nevertheless possible, and that he must have his plans ready—plans as wisely conceived as is possible in a rapidly changing world.

We must study anew construction of archival buildings in terms of their resistance to the hazards of modern warfare. There are those who feel that there will be no protection in future warfare short of complete evacuation, but we must be aware of the grave possibility that the time and the transportation facilities needed for evacuation may not be available. Certainly large quantities of bulky yet valuable modern records will have to be left in their normal repositories. Properly constructed buildings will still be effective against many of the hazards of warfare, but consideration should also be given to the construction of evacuation depositories and the planning of evacuation measures. I believe there is much to be learned on these subjects from European experience in the war just passed, but that experience must be studied and correlated with developments in the art of war if it is to be useful in planning for the future.

It is quite possible, since it is the uniqueness of archival material that makes it especially vulnerable, that the main effort should be devoted to the multiplication and distribution of copies, which would also be a boon to scholarship. We now have the technical means, but, if we choose this solution, it will require time, funds, and a bold positive program in order to cover even the most important material. Priorities will have to be established, special funds will probably have to be sought, and the cooperation of many archival institutions will be necessary.

Should all these approaches be used at the same time, or should our efforts be concentrated on one? If some combination is employed, what should be the relative emphasis on each part? Librarians and custodians of museums are confronted with similar problems of course. Unfortunately the Committee on the Conservation of Cultural Resources and its

sponsor, the National Resources Planning Board, are no longer in existence. Perhaps some way can be found for reviving effective and coordinated work in this area. While others build constructively, the firemen must be prepared for a conflagration.

It is the constructive measures that offer real hope. The only true fortresses in these times are fortresses of the mind. They cannot be built in a day. It is my belief that they will be built, as they always have been, on the foundation of the reservoir of recorded ideas that, constantly supplemented by new ideas, makes civilization possible. We now have in our hands facilities that enable us to learn and teach more quickly and more effectively than in the past. Archivists have an important role to play in those processes. They are custodians of official records of man's efforts in living together. It is their responsibility to do all they can to promote the preservation of those records and their effective utilization in the maintenance of peace and the advancement of civilization.

The Archives and Documents of the Preparatory Commission of the United Nations

By RICHARDSON DOUGALL¹

Department of State, Washington

The Preparatory Commission and Its Executive Committee

WHEN the Charter of the United Nations was signed at San Francisco on June 26, 1945, there was signed at the same time a much less heralded agreement known officially as the Interim Arrangements Concluded by the Governments Represented at the United Nations Conference on International Organization. This instrument "established a Preparatory Commission of the United Nations for the purpose of making provisional arrangements for the first sessions of the General Assembly, the Security Council, the Economic and Social Council, and the Trusteeship Council, for the establishment of the Secretariat, and for the convening of the International Court of Justice." It also provided for a 14-nation Executive Committee of the Preparatory Commission.²

The Preparatory Commission held its First Session in San Francisco on June 27, 1945, and then adjourned, leaving to its Executive Committee the task of preparing a report which could be used as a basis for Commission discussions. The Executive Committee began its labors in London on August 16, 1945, holding its meetings at Church House in Dean's Yard, near Westminster Abbey, where the British Parliament had met for a time during the "blitz". The Executive Committee and its subcommittees met from August until November, working on a report to the Preparatory Commission which included draft agenda and rules of procedure for the General Assembly, the Security Council, and other organs of the United Nations, a chapter on legal questions

¹Detailed to the Preparatory Commission as Archivist and Deputy Departments Officer.

²The following countries were represented on the Executive Committee: Australia, Brazil, Canada, Chile, China, Czechoslovakia, France, Iran, Mexico, the Netherlands, the Union of Soviet Socialist Republics, the United Kingdom, the United States of America, and Yugoslavia.

and the International Court of Justice, recommendations concerning the permanent Secretariat, budgetary and financial recommendations, and chapters concerning the relations of the United Nations with specialized agencies, questions involving the League of Nations, information policy, and the future permanent site of the headquarters of the United Nations.

The Second Session of the Preparatory Commission was convened in Church House, in the chamber where the House of Commons had for a time met, on November 24, 1945, and the delegates of all the United Nations then reviewed the work done by the fourteen delegations to the Executive Committee. Each chapter of the Executive Committee's report was referred to a committee of the Preparatory Commission for study. The Commission then discussed the reports of these committees and approved a report to the General Assembly of the United Nations covering all the subjects mentioned above before concluding its meetings on December 23.

Organizational Position of the Archives

As at all international conferences, much of the basic work in London was done by members of the Secretariat. The International Secretariat for the Executive Committee and the Preparatory Commission was organized, under the general supervision of an Executive Secretary, and a Deputy Executive Secretary into three administrative sections—Documents, Languages, and Public Relations—and one section for each of the technical committees. The operations of the Documents Section, the largest unit of the Secretariat, were in turn divided among a group of production units (documents registration, a typing and stencil-cutting pool, a duplicating or "roneo" room, and a documents distribution office) and four units not involved in the actual production and distribution of documents, viz. the Library, the Index, the Registry, and the Archives.

The Archivist of the Preparatory Commission acted under the direct supervision of the officer in charge of the Documents Section. He carried, however, the additional assignment of Deputy Documents Officer and in that capacity had supervisory and operating functions in connection with documents production during the meeting of the Executive Committee. After the appointment of two additional Deputy Documents Officers for the meetings of the full Preparatory Commission, the Archivist's duties in his capacity as a Deputy were confined to nominal supervision of the Library, the Index, and the Registry.

Contents and Activities of the Archives

When the Archivist arrived in London late in August, 1945, he found there a shipment of approximately 750 reinforced cardboard cartons containing the archives and documents of the recently adjourned United Nations Conference on International Organization (UNCIO), in the packing of which he had assisted in June at San Francisco. So far as bulk was concerned, these formed the principal portion of the Preparatory Commission Archives and, since they were needed constantly for reference, arrangements had to be made at once for opening them and storing them in such a way that their contents would be easily accessible. This involved construction of temporary shelving by the British Ministry of Works—a considerable task, inasmuch as lumber, which had been scarce enough in the United States during the war, was even harder to obtain in England.

These cartons from San Francisco included a certified copy of the Charter of the United Nations, the correspondence of the UNCIO Secretariat, the originals of the formal documents issued by the Governments or Heads of State of the various United Nations giving the UNCIO delegates full powers to sign the Charter and the Interim Arrangements,³ the UNCIO Archivist's sets of UNCIO documents in all five of the official UNCIO languages (English, French, Chinese, Russian, and Spanish), a stock of approximately 250 copies each of most documents in one to five languages, the drafts from which the mimeographed copies and the translations of documents had been prepared, typescript verbatim minutes of the proceedings of the technical committees, and a large number of drafts and working papers submitted to the Archives by the officers of the UNCIO Secretariat.

The bulk of the Archives material which originated in London was considerably less. Inasmuch as all correspondence was kept in the Registry, the Archives received only drafts and working papers and ten copies of each document issued—so many copies were required in order to have readily available sets of the London documents for the sections of the permanent United Nations Secretariat dealing with each of the principal organs of the United Nations.

The activities carried on in London by the staff of the Preparatory Commission Archives with respect to currently issued documents con-

³ Photostats of these full powers were subsequently made by the British Air Ministry, and these photostats were retained in the United Nations Archives, while the originals were transmitted to the United States Government, with which the original Charter of the United Nations is deposited. The original of the Interim Arrangements was delivered in London during the session of the Executive Committee but was not deposited in the Archives.

sisted principally of (1) checking all documents received from the distribution office and replacing all copies found to have missing, mutilated, or illegible pages; (2) correcting the errors in assignment of document numbers which inevitably occur in the rush of an international conference; (3) filing the documents in sets; (4) filing the drafts from which the documents had been reproduced; and (5) obtaining from officers of the Secretariat and filing drafts and working papers not produced as documents. This included a considerable portion of the record of subcommittees and of such working groups as the Advisory Committee of Experts, a working group studying problems of budget and finance.

In addition to these comparatively routine duties, the Archives staff was called upon at almost any hour of the day or night to service officers of the Secretariat or of the various national Delegations with information concerning the contents of UNCIO documents and decisions reached at San Francisco. A committee secretary, for example, asked at 9 P.M. for immediate delivery of 55 copies of an UNCIO document reporting discussions at San Francisco on a question being discussed at that moment in an evening meeting of her committee of the Preparatory Commission. The Secretary to one of the large Delegations posed a series of questions concerning discussion at San Francisco of the celebrated "veto power" which required two full days of research in UNCIO committee and commission papers and minutes to answer satisfactorily. Because of the great bulk of UNCIO documentation many of the Delegations had not brought full sets of UNCIO documents to London with them. An adviser to one Delegation applied rather frequently to the Archivist for information from UNCIO documents and verbatim minutes on the stand which his country's Delegation to the San Francisco conference had taken on specific issues. A member of another Delegation inquired on his way to a committee meeting the exact date and document citation of a speech he had made in the course of the UNCIO proceedings. Delegates frequently asked for single copies of specific UNCIO documents under discussion in their committees or for French texts of UNCIO documents the English texts of which had been quoted in committee meetings, or vice versa. By and large, this servicing function was the most interesting as well as the most immediately useful part of the Archivist's work.

Another duty of considerable importance which devolved upon the Archivist in London was the preparation and binding of a complete and definitive set of UNCIO documents in the five official languages.⁴ The

⁴The most complete set generally available is the photo-offset *Documents of the United Nations Conference on International Organization, San Francisco, 1945* (15

basis for this set was the UNCIO Archivist's set of documents, but this set was not absolutely complete, besides which approximately five per cent of the copies were defective in one way or another, and the summary records of the last meetings of the UNCIO Coordination Committee had not been issued in San Francisco but had been prepared later in the Department of State at Washington. The checking of the UNCIO documents for defects was a laborious task, but an essential one in view of the fact that the San Francisco Archives staff had not had time to do it. In most cases a defective copy of a document could be replaced by a copy drawn from the extra stock of UNCIO documents shipped from San Francisco to London, but in some cases no extra stock had been provided and copies had to be obtained from the Department of State in Washington, to which the UNCIO document stencils had been sent.

More important was the checking of the UNCIO Archives set against the records of the UNCIO Documents Office to ensure that the definitive set would include (1) every paper issued originally as an UNCIO document or working document, including papers later withdrawn from the documents series, and (2) every UNCIO issuance appearing originally as a miscellaneous paper to which a document number had later been assigned. Errors in the assignment of document numbers and symbols were also corrected and cross references inserted to ensure that anyone having a citation to an uncorrected document could find the corrected document in its proper place. All important variants of a document—some documents were “rerun” as many as three times with occasional variations—were either bound in or explained in notes. All revisions and corrigenda were bound in.

A master set in English was prepared first, as almost all the 1216 UNCIO documents and the 442 UNCIO working documents had been issued in English, while a good many of them had not been issued in French, fewer still having been put out in Russian, Spanish, and Chinese. The master English set was completed and was bound as a permanent record by the British Museum Bindery during the term of the Preparatory Commission, with the exception of two volumes which could not be completed until after the Archivist had returned

volumes), published by the United Nations Information Organizations, London and New York, 1945. A considerable number of deliberate omissions were made in the preparation of these volumes, however, including all the working documents of the very important UNCIO Coordination Committee, and there are a number of inadvertent errors as well. The charts attached to Doc. 25, for example, were inadvertently omitted, and the document included as Doc. 1160 (French) is in reality Doc. 1178 (French) with an incorrect document number, while the true Doc. 1160 (French) is omitted.

to the United States and, by research in the Department of State files, found the most elusive document in the entire set.

The master English set was arranged as follows: volumes 1 to 19, Documents 1 to 1216 arranged numerically by document serial number; volume 20, list of documents by document serial number; volumes 21 to 25, Working Documents 1 to 442 arranged by working document number; volumes 26 to 49, documents and working documents arranged by symbol, that is, according to committee or commission;⁵ volume 50, list of documents by symbol. Bound in volumes 51 to 100 were the typescript verbatim minutes of the UNCIO technical committees and of meetings of the Coordination Committee and the Advisory Committee of Jurists for which verbatim minutes had been taken.

French having been the second working language under the UNCIO rules of procedure, work on a definitive set of French UNCIO documents was begun before the binding of the master English set was completed. The process of preparation was roughly the same, but certain French documents presented special problems where their English counterparts had presented none. The French text of the Report of the Rapporteur of UNCIO Committee IV/1 serves as a case in point: because of a misunderstanding the text circulated in San Francisco contained a number of pages in which linguistic corrections in the French text of the Statute of the International Court of Justice had not been made. This misunderstanding almost caused the accuracy of the report to be questioned in a plenary session of UNCIO Commission IV, but objections were quelled in advance by the preparation of an extremely limited number of corrected copies, none of which were filed in the UNCIO Archives. A considerable number of corrected copies with an explanatory cover-sheet were subsequently prepared by the Department of State in Washington and circulated to all of the United Nations, but once again no copy reached the Preparatory Commission Archives. In these circumstances it was only the interest and care of the Secretary of UNCIO Committee IV/1, who was also an Adviser to the United States Delegation to the Preparatory Commission, that assured the inclusion of both the uncorrected and the corrected report, with a note of explanation, in the master French set. Because of the limitations of time and staff, only about ten volumes of the master French set were sent to the British Museum for binding during the term of the Preparatory Commission, but the other volumes

⁵ For an explanation of UNCIO document serial numbers and symbols see William J. Bruce, "The San Francisco UNCIO Documents", *The American Archivist*, IX (Jan. 1946), 6.

were turned over in a state of partial readiness to the Archivist of the First Session of the General Assembly of the United Nations for further work.

It was not possible to do more than begin the checking of the Russian, Spanish, and Chinese master sets of UNCIO documents during the term of the Preparatory Commission and these too were turned over to the General Assembly Archivist, who would probably have completed them in London had it not been for the necessity of packing the Archives early in March for shipment to New York. The two UNCIO documents issued in Portuguese were also turned over to the General Assembly Archivist for attention.

The Documents System of the Preparatory Commission

The documents system of the Preparatory Commission and of its Executive Committee was planned on the basis of UNCIO experience. Where each UNCIO document had carried both a document serial number and a committee symbol and number,⁶ Preparatory Commission documents bore only one designation, based upon the UNCIO system of committee symbols and numbers. The document serial number was done away with entirely, for the reasons that (1) most Delegations had kept files of documents both by serial number and by symbol, thus doubling the number of copies requested and imposing an unnecessary burden on the Secretariat, and that (2) the possibility of errors in documentation was lessened by having only one number instead of two. Each document number of the Preparatory Commission began with PC/ to identify the Preparatory Commission documents easily from documents to be issued later by permanent organs of the United Nations. Each document number assigned during the session of the Commission's Executive Committee began with PC/EX/.

After this initial identification came either (1) an arabic number in series, if the document pertained to the full Commission or to the full Executive Committee, or (2) a further committee symbol followed in turn by arabic numbers in series. The reorganization of the ten committees of the Executive Committee into the eight committees of the Preparatory Commission was accompanied by a few changes in these committee symbols. These changes are reflected in the following table, which gives the designation of the first document in each series during the session of the Executive Committee and the first document in each series during the Second Session of the Preparatory Commission.

⁶ For a detailed discussion of the number system for UNCIO see William J. Bruce, article cited.

<i>Committee (Short Name)</i>	<i>Executive Committee</i>	<i>Preparatory Commission</i>
Plenary Session	PC/EX/1 ⁷	PC/1
General Assembly	PC/EX/A/1	PC/GA/1
Security Council	PC/EX/SC/1	PC/SC/1
Economic and Social Council	PC/EX/ES/1	PC/ES/1
Trusteeship Council	PC/EX/TC/1	PC/TC/1
International Court of Justice (subsequently Legal Problems)	PC/EX/ICJ/1	PC/LEG/1
Secretariat	PC/EX/SEC/1	These two committees were merged in the Administrative and Budgetary Committee
Finance	PC/EX/FI/1	
Administrative and Budgetary Specialized Agencies	PC/EX/SA/1	PC/AB/1
League of Nations	PC/EX/LN/1	This committee was merged in the Economic and Social Council Committee
General	PC/EX/G/1	PC/LN/1
Steering		PC/G/1
Coordination and Drafting		PC/ST/1
Administrative Documents	PC/EX/AD/1	PC/CD/2 ⁸
Technical Advisory Group on Information		PC/AD/1
Advisory Group of Experts		PC/INF/1
		No documents issued ⁹

Revisions, corrigenda, and addenda to documents were indicated by adding /Rev.1, /Corr.1, or /Add. 1 to the number assigned the original document, and except in a few cases this made the relationship clear without becoming unduly cumbersome. One of the cumbersome examples, however, will best illustrate the system: Document PC/EX/-SC/39/Rev.1/Add.1 was the first addendum to the first revision of the thirty-ninth document pertaining to the Committee on the Security Council appointed by the Executive Committee of the Preparatory Commission. Likewise Document PC/LEG/9/Rev.2/Add.2* was the second addendum to the second revision of the ninth document pertaining to the Committee on Legal Questions of the Preparatory Com-

⁷ There was also a set of preliminary documents, beginning with PC/EX/Prel.1, issued before the Executive Committee met.

⁸ The first document issued by the Coordination and Drafting group bore the number PC/CO/1.

⁹ All papers of the Advisory Group of Experts were working drafts and bore numbers indicating the fact, e.g. PC/AGE/W1.

mission. The ultimate in a document number was not reached until the final day of the Commission's session, when Document PC/AB/-31/Rev.1/Add.1/Corr.1 had to be issued.

In addition to these regular series of documents, the Preparatory Commission issued a *Journal* from November 24 to December 24. The *Journal*, which included general notices, programs of meetings, agenda for meetings, verbatim minutes of plenary sessions, summary minutes of meetings of the Steering Committee, and lists of documents issued, was numbered serially but did not bear a document number. Supplements to the *Journal*, however, in which were printed minutes of meetings of the eight principal committees, and which were usually stapled to the *Journal* but sometimes distributed separately, bore regular document numbers so that they could be filed with mimeographed documents pertaining to the same committees.¹⁰

The working languages of the Preparatory Commission and its Executive Committee were English and French and the great bulk of documents was issued in both these languages. Ordinarily the English and French texts were mimeographed separately and distributed as soon as available. The *Journal* and its Supplements, however, were printed in double-column form, with English in the left-hand column and French in the right-hand column. A very few documents were also produced in each of the other official languages, viz. Chinese, Russian, and Spanish. The final report of the Executive Committee, for example, was printed from type in English, French, and Spanish; a Russian text was reproduced by a photo-offset process from a typewritten text; and a Chinese text was similarly reproduced from a master copy written by hand. When it came to producing the final report of the Preparatory Commission to the General Assembly, however, objection was made to the reproduction of a Russian typewritten text and arrangements were made for two members of the Secretariat to supervise the printing from type of the Russian report in Paris, it being impossible to print it in England on the time schedule demanded.

While the documents of the Preparatory Commission and of its Executive Committee are now primarily of historical value, an understanding of the documents system is useful not only to those performing

¹⁰ Research in Supplements to the *Journal* is complicated by the fact that Supplements were numbered serially in eight new series unconnected with any other series of documentation, one for each of the eight principal committees of the Preparatory Commission. They also failed to carry the number of the *Journal* to which they were attached, although they bore its date, and only the first page bore the document number. Consequently, in using Supplements which have been detached from the *Journal* and filed separately, researchers should bear in mind the fact that pages were easily lost or misfiled and that it is difficult to identify the document to which a misfiled page belongs.

research in the United Nations Archives on the machinery by which the United Nations as an organization was brought into being but also to those wishing a full appreciation of the documents system of the present organs of the United Nations. This is true because the documents system now used by the United Nations Secretariat is to a considerable extent based upon that of the Preparatory Commission, with modifications drawn from the system used by the League of Nations. The initial PC/ has of course disappeared, but the relation of document numbers such as A/LN/1 (the first document of the League of Nations Committee of the General Assembly) or E/ORG/1 (the first document of the Committee on Organization of the Economic and Social Council) to the system discussed above is apparent. Thus the first document of Committee 4 of the General Assembly was numbered A/C.4/1.

A thorough description of present United Nations documentation, however, cannot be attempted here. It must await the establishment of all the principal organs of the United Nations and the evolution, with experience, of a stable documentary practice.

The Swarthmore College Peace Collection—A Memorial to Jane Addams

By ELLEN STARR BRINTON

Curator of the Collection

A CHANCE call on Jane Addams in Hull House, Chicago, just when she was burning personal papers in her fireplace was the beginning of the Swarthmore College Peace Collection. A horrified witness, member of the College Board of Managers, persuaded Miss Addams that such material really had historic value and offered hospitality and safekeeping in the building of the Friends Historical Library on the Swarthmore College campus, Swarthmore, Pennsylvania.

The invitation was accepted and in 1930 Miss Addams forwarded personal correspondence and records of her peace activities especially those about the Women's International League for Peace and Freedom of which she was the International President from its founding in 1915. Included were some 500 books on peace, women's rights, and labor problems.

Sudden death in 1935 interrupted Miss Addams' plans for "putting in order" these papers and others of like nature still in her possession. At Swarthmore, however, a loyal group of friends felt that the time was ripe to carry her ideas still further. Dr. Frank Aydelotte, then President of Swarthmore College, proposed that a world-wide peace collection be developed as a Memorial to Miss Addams, suggesting in effect:—

"Let us gather here the records of peace activities from every country in every language. We will keep them for 100 or 500 years to come, so that future generations of research scholars might learn of the efforts that have been made over the centuries to create permanent peace. Sometime international war will be outlawed, perhaps not in our generation, or next, but eventually. And then the efforts of peace workers will be of great historic importance."

The proposal caught the interest of peace groups far and near and there started a flow of current peace periodicals, bulletins, news letters, leaflets, posters, reports in typescript, mimeograph and printed form.

In sorting and arranging the incoming material it was discovered that

over several decades a large quantity of peace material had already come to Swarthmore. The College was founded by the Society of Friends (Quakers), one of the three historic peace churches. It was thus only natural that the library building should be considered a suitable depository of peace papers of individuals and groups. Items brought to light were fragments of records from peace committees that had long since ceased to function. These included some Minute Books of the Pennsylvania Peace Society of which Lucretia Mott (1793-1880) was once President; an original broadside of the "Declaration of Sentiments of the New England Non-Resistant Society" (1838) whose ideas greatly influenced the thinking and activities of both Tolstoi and Ghandi; a "Friendly Address from Women of Exeter, England to Women of Philadelphia" 1846, which was a written letter signed by 1630 names, and part of a successful campaign directed by Elihu Burritt to prevent war between England and the United States over the Canadian border question; and incomplete files of peace periodicals published in this country and abroad, dating back to 1815 the time of the beginning of organized peace activities.

Correspondence to build out the files of groups here and abroad was well under way when World War II broke out. This cut off mails from some areas and from others brought a greatly increased amount. Refugee pacifists in Europe sent books and precious papers to Swarthmore for safety and then fled to neutral countries. Anti-war organizations in various places asked that we take over their office records and historic papers. The activities of conscientious objectors in this country and abroad created many new agencies and many new peace publications. By the end of the war the situation at Swarthmore was similar to that at The National Archives—an enormous bulk of papers on hand that had gone far beyond the capacity of available space, or personnel, and tons of other records of war-time peace committees waiting to be arranged and permanently housed. The Peace Collection seemed too great a burden for a modest under-graduate college to support.

A survey by Julian P. Boyd, Librarian of Princeton University, gave the Swarthmore College authorities renewed courage to face the problem. Mr. Boyd pronounced the accumulated papers of rare historic value, which should be preserved with care for future research purposes and urged the naming of an advisory body which could share some of the serious questions of finances, additional staff, and a much needed special building for expansion, as well as the equally important question of what to preserve and what to discard.

Early in 1946 President John Nason of Swarthmore College asked the following persons to form such a committee: Devere Allen, of

Wilton, Connecticut, editor of Worldover Press and author of books on history of the peace movement; Clement Biddle of New York, member of the Board of Managers of Swarthmore College; Emily Cooper Johnson of Philadelphia, editor of *Four Lights* of the Women's International League of Peace and Freedom; Ray Newton of Philadelphia, director of the Peace Section, American Friends Service Committee; Ernest Posner, Washington, D.C., Professor of Archives Administration and History of the American University; Charles Shaw, Librarian of Swarthmore College, Swarthmore; Frederick Tolles, Librarian, Friends Historical Library, Swarthmore.

With the technical advice of Ernst Posner a new impetus was given to plans for handling the papers according to modern archival practices. It was found that the material divided itself naturally into three categories: documents of individuals and peace organizations; a library of periodicals and books; and a small group of museum items long ago used for publicity purposes such as peace flags, bells, posters, tapestry and other objects. Publication of a printed guide is planned for the not too distant future.

Perhaps the outstanding feature of the Swarthmore College Peace Collection is that it consists of the records of a social cause or movement and, therefore, lacks the hierarchical and organizational skeleton so familiar to usual archival collections. Regardless of origin, date, nationality, location, or language, peace organizations all over the world seem to have followed a common course. They were made up of strong-minded and independent thinking individuals. These persons, separately or as a group, were devoted to their cause, and this belief came first regardless of family, financial, religious, or political consequences. Sooner or later most of the leaders became outcasts from their pattern of society and suffered personally accordingly. Those who survived the repression of wartime, and had the courage to ignore attacks on person and reputation in peace time, often eventually became nationally and internationally famous, and acclaimed as public heroes.

Our chief objective is to restore the record pattern of each peace group or committee of which we have any clue. Perhaps all that has come to our attention is a printed letter-head or a leaflet, bearing a name and an address, possibly no date. Around this single object we attempt to reconstruct the archives of which it was once a tiny part.

Of non-current groups back of World War I, in nearly every case correspondence papers have long since disappeared. Minute books are extremely rare. Reports of Annual Meetings or of International Congresses can be found in some old libraries but seldom has a full series from peace organizations been gathered in one place. The problem then

becomes a matter of search in hopes that in some attic, private library, or dealer's catalog, a stray pamphlet or some letters may come to light. Sorting and arrangement is by organization in chronological order. This method means that our emphasis as to *respect des fonds* is placed on imprint. The group that published the material is the important matter and not, as customary in most archival circles, the donor, or person who happened to have collected and held the item for a generation or two. Every lot of papers arriving at Swarthmore is searched with utmost care in hopes that a missing issue of some precious old peace periodical or some few more pamphlets of a known series may be found.

It is notable that within the existing papers of practically all peace organizations can be found records of action about nearly every controversial subject troubling mankind during the past two centuries. The program and activities of the different groups were widely diversified. The subjects changed from year to year, decade to decade. Some approached peace from a religious angle, some politically, and others devoted their efforts to the education of special groups such as women, children, labor, farmers, students, etc. Those most aggressive, variously termed at different periods as "radical peace groups," "non-resistant peace groups" and "pacifist groups," invariably are found to have been champions of the outstanding humanitarian causes of that era.

Of currently active peace groups the problem is definitely of trying to decide what to save and what to destroy. Plans are under way now for consultation with all groups concerned with a hope that the Swarthmore College Peace Collection might share its experiences and collected information in some constructive way and, also, help guide the creation of peace records so that valuable items can be securely preserved and ephemeral material placed in temporary storage and periodically weeded out. Helen Chatfield of Washington, D.C., Record Officer, U.S. Bureau of Budget and Adjunct Professor of Record Administration, American University, has been assisting in local conferences with peace committees.

We regularly inherit bulky reference collections along with record material. We use a mass-reducing process by amalgamating these reference collections and eliminating duplicates. As a result we have accumulated a series of clippings, cartoons, printed pamphlets, and mimeographed papers such as is known in library parlance as "Vertical File Material". These items carry no organization imprint but are on subject matter and causes which have been the serious concern of peace groups over many decades.

So far the volume of papers from defunct peace organizations has not

presented any serious problems. Too often it is a matter of mourning over known losses, and destruction by fire, water, war, and the usual upsets in family life caused by "house cleaning", "moving to smaller quarters", "relatives not interested in old papers", etc. etc. Sorrowful tales might be related of sleuthing expeditions to different sections to trace individuals and the papers they were once known to have held, only to learn that some one had "destroyed everything last week."

Undoubtedly old peace papers are still lurking in cellars and attics and stables in various parts of the world and any clue to these will be welcomed at Swarthmore.

THE ARCHIVES OF THE GERMAN SOCIAL-DEMOCRATIC PARTY

One of the few "old bolshevists," who, as a young man, took part in the Russian revolution and later fell afoul of the Stalin machine for his Social-Democratic activities and was exiled, is Boris I. Nicholaevsky, now director of research in the American Labor Research Institute at 7 W. 15th St., which he founded. He is the author of numerous books, including *Azev, the Spy*, published by Doubleday in 1935, and *Karl Marx—Man and Fighter*, published by Lippincott in 1937, but the most remarkable of his expressions has to do with trying to keep the archives of the German Social-Democratic party out of the hands of Hitler. Since they were located in the Vorwaerts building, in the heart of Berlin, this was no easy matter.

Nicholaevsky was director of the Russian section of the archives at the time. Included in the archives were all the manuscripts of Marx, Engels, Bebel, Liebknecht, Kautsky, and other leaders of the movement. The Nazis placed guards over the building but Nicholaevsky worked for weeks carrying out the most important documents in a briefcase and mailing them to friends in Paris. He then enlisted the help of Leon Blum and Julien Caen, the latter director of the Bibliotheque Nationale of Paris, to remove the rest of the archives in bulk to Paris. When the French began loading these archives on trucks Hitler's office sent an order that the Vorwaerts building was to be occupied and the property confiscated. The French government intervened, declaring the property of France was being removed. A stay of three days was granted and the French officials loaded two railway cars and shipped them to Paris. Nicholaevsky then faded out of Berlin.

When the Nazis were nearing Paris some of the papers were sent to Oxford university. Others were hidden in a tunnel under a farmhouse near Paris by Miss Anna M. Bourguina, now also associated with the Labor Research Institute. Some fell into the hands of the Nazis. Before evacuation, however, Leon Blum prevailed on William C. Bullitt, our ambassador to France, to take a valiseful of most valuable documents with him to the United States. Bullitt did so and deposited the papers in the Library of Congress.

So far the library has not yet given them back. It believes the papers belong to the library. Negotiations are on to have the papers restored to France. Thus it goes with the writings human beings leave behind them.—From Harry Hansen's Column in *Chicago Sunday Tribune Magazine of Books*, Sunday, Sept. 29, 1946.

A University Cares for Its War Contract Records

By ROBERT W. LOVETT

Harvard University Archives

THE humor page of a popular magazine recently carried a conversation supposedly held in a government office, some of the functions of which had been curtailed. The Chief assures the Senior Information Specialist that "I told the Budget Bureau man we would have to maintain the records and files, and he was very cooperative. Since we are saving several hundred dollars by eliminating the report, he said we could hire as many new employees as the situation demanded. I figure ten or twelve will do nicely." To paraphrase a familiar saying, there is more truth than humor in the scene; at least most institutions responsible for the care of the records of war contracts have found themselves in a like situation. Aside from the advisability of keeping the records from the long-term research and historical view-points, the Contract Settlement Act of 1944 (quoted in OSRD Administrative Circulars 17.03) provides that contract records must be kept for five years after the final settlement of the contract, or five years after the termination of hostilities. These records, as further defined in the Circulars mentioned above, include reports, technical data, correspondence, and fiscal records, a completeness which should bring joy to the archivist's heart. Furthermore, wherever the records are classified, appropriate security regulations must be observed and custodians must be cleared. For this reason, if no other, the war records constitute a special problem for the institutions concerned.

Harvard's wartime contracts numbered over a hundred, ranging in size from the Radio Research Laboratory, employing at its height some 900 persons, to the individual professor working in his laboratory. Some of the larger contracts represented work which the University would not normally carry on, while many smaller ones were but wartime adaptations of continuing peacetime research. The records of the largest contract fill 130 cabinets and include such diverse material as charts, pictures, film, and even a recording or two. All of the material on some of the smaller contracts, on the other hand, could be put in an ordinary

vertical file folder. Some contracts had been completely declassified, some in part, some not at all. The reports of the larger contracts were often well-numbered, substantial volumes, while from some professors all we could obtain was a microfilm copy of the only one he had managed to keep. Such differences had to be taken into account in determining the final disposition of the records.

In October, 1945, the Treasurer's Office circularized the heads of contracts, in an effort to find out the extent of, first, the technical and scientific, second, the business material which would have to be stored. The estimated figure of 300 four-drawer cabinets was much larger than expected, making plans to run the material in with the present University Archives out of the question. Not only was there insufficient room, but the need for security was also an obstacle. Accordingly, it was decided to set up a sub-archives, and the writer began on December 1 to make arrangements. A second form letter was sent to all heads of contracts, explaining the purpose of the new office. Space was found in the new School of Public Administration Building; a vault and cage was constructed in the basement, and offices provided on the ground level, two stories above. Although the separation of workrooms and records has been a handicap, the location itself has proved ideal, both from the point of view of security and of convenience. Unfortunately, the arrangement is only temporary, and at the end of five years, further disposition will have to be made of such records as are to be kept permanently. Since there was already a War Records Office, concerned with the records of alumni serving in the war, the name War Archives Office was selected, and to make doubly sure there would be no confusion, the statement "For the records created in the fulfillment of the University's War contracts" was included in the letterhead.

The new collection developed slowly at the start, for many contracts were receiving extensions in order to complete reports and wind up inventories. This turned out to be a boon, for it was found that helpers and equipment were to come from the completed contracts, particularly the two largest ones. It was also found that the records of the largest contracts were being arranged prior to transfer to the Archives; Radio Research Laboratory even set up its own temporary War Archives Office, with a staff, at its busiest period, of eight. The technical and scientific material was arranged in a subject file, while the business and administrative records fell into the administrative divisions of the Laboratory. A "bible" was prepared, listing the records of each division, cabinet by cabinet, even drawer by drawer, special indexes were drawn up, and cabinets were numbered (with the advice of the Custodian of War Archives). When the records were ready to be transferred, one

of the young women who had worked upon them came too, thus assuring a continuity of care of the largest group of records to be received by this office.

The scope of the War Archives Office was considerably enlarged by the decision to include four collections of reference material developed at as many laboratories. These were transferred from OSRD to the Navy, which in turn has lent them to the University. The largest of these, and also the best organized, is the Radio Research Collection, the central collection for Division 15 of NDRC. With this collection came a woman who had worked upon it almost from the start, again assuring a continuity of care. The requirement of security is the main reason for housing this material with the war archives, though the two collections also have much in common. Besides including in these collections all the reference material received from other laboratories, an effort has been made to include sets of the particular laboratory's own reports. These are in addition to the War Archives set, which then becomes a record copy. Copies of reports over and above these needs are sent to the Library of Congress, where they become a pool of surplus reports. By taking over this material, the Navy has solved for the War Archives Office the problem of what to do with items which could only be called archival if there were unlimited facilities for storage, and has further insured their being kept at the University as long as needed. Thus the make-up of the staff and of the contents of the War Archives Office gradually took shape.

Several decisions were made during the waiting period; one was that the material would be housed by contract number, since that was the surest means of identifying a particular contract. Cabinets would be used, and in the case of smaller contracts, material would be kept in folders on shelves until cabinets were available. If a project was continuing, or if a professor wished to keep data for publication, we would not insist upon transfer, but we would attempt to obtain a complete set of reports. Where a professor had only one copy of a report, and wished to keep that, we would arrange to have it filmed. In organizing material on a given contract, reports would be filed first, as being the prime record of the contract, followed by correspondence files, technical data, and lastly, business records. Classified and unclassified records of a given contract would be kept together, since the whole collection was to be kept locked. A shelf-list, similar to that in use in the University Archives, would be prepared, giving the extent and location of each contract's records, and further listing those records by series. For the catalog, the main entry card would also be by contract number, adding to the information on the shelf-list notes as to the date of the contract,

the responsible personnel, and the classification. Cross-references would be furnished for personal names, for alternate names of contracts, and for selected subjects. So far, these procedures have proved workable, and sufficient for the use of the material which has been received.

All of the cabinets have been stamped as received with the appropriate contract number, and, where there is more than one cabinet for a given contract, a sub-number, running consecutively. Drawers are numbered from A to D for each cabinet. The University, as contractor, was able to purchase as many cabinets as needed. In case any readers may ever have to place cabinets in library stack areas, our experience may be helpful. So that the bottom drawers would clear the supporting ridge close to the floor, the cabinets had to be raised on parallel 2" x 3" timbers. If the front one is placed as far forward as possible, the danger of tipping is minimized. Two standard cabinets (12" to 15" wide) can be placed between the usual stack uprights, and still leave room for pulling out the drawers. Drafting files are a different problem, and after one upright had, with great difficulty, been removed, it was decided to place the drafting files across the aisles and at the ends instead of in their normal position. With these exceptions, the 250 cabinets so far received, cabinets of all sizes and types, both metal and wood, have fallen into place with a minimum of trouble. For filing, the pentaflex system was widely used; our only complaint is that, in moving, the cross-pieces tend to come off the rods, but they can be easily replaced.

So far, the use of the material has been largely by those depositing it in the first place. This is to be expected, until such time as the final inventories have been accepted. Some research use of the technical records of the larger laboratories, and even more use of the Navy document collections, is foreseen. All requests for the use of classified material are cleared through the Navy office at the University. This office has furnished a list of eight persons, mainly connected with Naval research at the University, who have blanket permission to use such material. Careful records, developed in the Radio Research Document Room, are kept of the whereabouts of these items. An effort is being made to check declassification lists as issued by OSRD, in order to make appropriate entries in the card catalog and on the material itself. Already approximately one-half of the records are in the clear, and as additional contracts are cleared, the problem of what to do with the records at the end of the five year period is simplified. The amount of use which the archives receive will also determine how active the collection will have to be kept.

No complete history of the University's war activities is at present being planned. However, in December, 1944, Prof. Sterling Dow was

appointed War Archivist, his job being to collect information, by interview, on all phases of the University's war work. He was assisted for a time by helpers in the fields of medicine, business, education, and general research. Their work has now been concluded and the results turned over to this office. The file will be kept intact, and should serve as a convenient introduction to any study of the records. This attempt to obtain summarizing material at first hand is not dissimilar to that described in an article on the War History Projects, by Vernon G. Setser, in *THE AMERICAN ARCHIVIST* for April, 1944. Certainly the historian will be grateful for any guides through the maze of modern records which the archivist can provide. If items of local color or human interest can be obtained, the kind of thing which does not often get into the formal report, so much the better.

One of the weakest spots in the documentation of the University during the war is that of the Service Schools. Although these were conducted under government contracts, and as such are included in the definition of the functions of this office, we have acquired so far only the records of one of the dozen or more schools. There is nowhere in the University a complete list of all the service people who attended one or other of these schools, a lack which will be felt increasingly in the future. Many of the records have been sent to service depositaries; others have been incorporated into the regular student record files of the College, the Business School, or the Medical School. As such, they will eventually find their way to the University Archives, or to a sub-archives for the School concerned.

As a concession to possible future use of research or exhibit purposes, a small amount of equipment has been stored with the records. Its use for exhibit was realized recently when the Associated Harvard Clubs met in Cambridge and the alumni wished to learn what had taken place at the University during the war. Additional equipment, when declassified, will be used for instruction in the Physics Department. Though such use is admirable, the problem of providing space for material of this sort is a serious one. Other "problem" types of material include film, glass slides, and a recording or two. So far no special provision has been made for caring for these, other than the film cabinets in which they arrived.

By the time this is read, the War Archives Office will have ceased its separate existence, and will have become a part of the University Archives, which in turn is a part of the University Library. Some ninety per cent of possible material will have been received, the additional ten percent including certain business records not yet available for transfer and material which professors or laboratories continuing their war

research in peacetime wish to keep. What the future of the collection will be, time alone will tell. At the end of five years the University will be legally permitted to destroy what it wishes. It will have a moral obligation, however, to its own past and to the cause of research. For this reason, reports and publications should be preserved permanently. Many of the routine business records could be destroyed, once the final accounting has been approved. Scientific data, with its high rate of obsolescence, is a borderline case. Much will depend upon the use which the collection receives, upon how much has been declassified, how much has been written up, and upon facilities for storage. Certainly, use will determine whether the collection should be kept active, or whether it can go into dead storage, perhaps at the New England Deposit Library. In a sense, the problem is being postponed, but time will aid in its solution, and in the meantime, the University is preserving the record of its war service according to the law, and is making available to the future historian the sources for his work, to the scientists the record of recent performance.

Model Bill for a State Archives Department¹

AN ACT TO CREATE THE [NAME OF STATE] DEPARTMENT OF ARCHIVES

SECTION 1. *Name.* The [name of state] Department of Archives is hereby created as the official archival agency of the state of [name of state].

SECTION 2. *Duties and objectives.* The duties and objectives of the [name of state] Department of Archives shall be the collection, preservation and administration of public archives; the editing and publication of such public archives; the improvement of standards for the making, care, and administration of public archives in [name of state]; and the stimulation of research, study, and activity in the field of [name of state] history.

SECTION 3. *Board of Trustees.* The [name of state] Department of Archives shall be under the control of a board of trustees consisting of five persons especially interested in the history of the state, three of whom shall constitute a quorum, appointed by the governor of the state for overlapping terms of six years. Two trustees of the first board shall be appointed for terms of two years, two for four years, and one for six years. Their successors shall be appointed for terms of six years. Each trustee shall serve for the term of his appointment and thereafter until his successor is appointed. In case of the premature termination of a trustee's service during his term, the governor shall appoint a successor for the unexpired term. Trustees shall serve without financial remuneration other than the reimbursement of their actual expenses incurred in discharging official duties, including attendance at official meetings of the board not exceeding four in number annually and four days for a meeting, said expenses to be paid from funds appropriated for the maintenance of the department.

¹ Presented by the Committee on Archival Legislation as its 1946 report to the Society of American Archivists. By direction of the Council this bill is printed here with the explanation that this is not recommended as a piece of uniform legislation for adoption by all states. Rather, this is a model act useful as the basis for consideration of items to be included in an act creating a state archival agency. Before introduction into any legislature, modifications should be made to adapt the bill to legal practices and other special requirements of the state.

For a model act for a state department of archives and history, see THE AMERICAN ARCHIVIST, April 1940, Vol. III. Pp. 107-115.

SECTION 4. *Powers of the Board of Trustees.* The board of trustees is empowered to elect its chairman; to make rules and regulations for its own government and the administration of the department; to elect the director; to adopt a seal for use in official departmental business; to control the expenditure in accordance with law of such public funds as may be appropriated for the equipment and maintenance of the department; to accept gifts, bequests, and endowments for purposes consistent with the objectives of the department, such funds if given as an endowment to be invested in securities approved by the governor and all gifts and bequests and proceeds of invested endowment funds to be used solely to carry out the purposes for which they were made; to make [annual, biennial] reports of the receipts, disbursements, work, and needs of the department to the governor; and to adopt policies and projects designed to fulfill the duties and attain the objectives of the department as established by law.

SECTION 5. *The Director.* The active management and administration of the [name of state] Department of Archives shall be vested in the director, who at the time of his election by the board of trustees must have the qualification of special training or experience in archival or historical work.

SECTION 6. *Duties of the Director.* Subject to law and the board of trustees, the director shall appoint employees of the department, perform all assigned duties, and administer and develop the department so as to achieve the purposes of its creation, and, in particular, shall exercise the following powers and perform the following duties.

On behalf of the department, the director is authorized to negotiate for the transfer of and to receive public archives from the custody of any public officer of the state or its counties, municipalities and other political subdivisions. Any public officer in [name of state] is hereby authorized and empowered to turn over to the [name of state] Department of Archives for preservation and administration such public archives legally in his custody as are not needed for the transaction of the current business of his office, whenever the department is willing and able to receive and care for them. Whenever such transfer is made, the director shall transmit to the office from which the archives are transferred a list in which such archives are described in terms sufficient to identify them, which list shall be filed and preserved in said office. Unless otherwise directed by law, all public archives of any public office in the state shall, upon the termination of the existence and functions of that office, be transferred to the custody of the department.

The director shall collect, arrange, and make available to the public

at reasonable times in the offices of the department, in original form or copies, all obtainable archival materials, manuscript or printed, of [name of state] history wherever found—including official public archives of the state and its political subdivisions, of the United States and of foreign nations. He shall carefully protect and preserve them from deterioration, mutilation, loss, or destruction. He shall be the legal custodian of all records in the custody of the department.

He shall keep the public archives in his custody in such arrangement and condition as to make them accessible for convenient use and shall permit them to be inspected, examined, abstracted or copied at reasonable times and under his supervision by any person. He shall upon the demand of any person furnish certified copies thereof on payment in advance of fees as prescribed by law. Copies of public archives transferred in pursuance of law from the office of their origin to the custody of the department, when certified by the director under the seal of the department, shall have the same legal force and effect as if certified by their original custodian.

The director, in person or through a deputy, shall have the right of reasonable access to and examination of all public archives in [name of state]. He shall examine into and report to the board of trustees on their condition. He shall cause such action to be taken by their custodians as may be necessary to put them in the custody and condition prescribed by the laws of the state and to secure their safety and preservation. He shall promote better archival legislation and shall advise with public officers regarding the disposal of useless archives in their custody, the recovery of archives belonging to their offices, the delivery of archives to their successors in office, and the adoption of sound practices relative to the use of durable paper and ink, fireproof filing facilities, and photographic processes for recording or copying.

Under the direction of the board of trustees, the director shall arrange for the publication and distribution of documentary volumes of public archives and also of departmental reports, bulletins, and other publications directly promotive of the objectives of the department.

SECTION 7. All acts and parts of acts in conflict with this act are hereby repealed.

SECTION 8. This act shall be in full force and effect from and after its enactment.

HAVE YOU SEEN?

Frieda Kraines, "Records Destruction Program", *Office Management and Equipment*, 7 (September, 1946), 82-83, 112A, 112B.

Richard S. Hill, "The Former Prussian State Library", *Music Library Association Notes*, 3 (September, 1946), 327-350, 403-410.

R. C. Neaidengard, "Westinghouse Archives Building", *The Office*, 24 (September, 1946), 74-78.

Railroad Historical Research, prepared by the Railroadians of America, (New York, 1946. Pp. 15.)

Statement of Inventory Principles, Oregon State Archives. Publication No. 6. (N. p. August 1946. Pp. 2. Processed.)

Hetherington, D. C. "Mold Preventive for Bookbindings", *College and Research Libraries*, 7 (July, 1946), 261.

Ristow, Walter W. "Maps in Libraries, a Bibliographical Summary", *Library Journal*, 71 (August, 1946), 1101-1107, 1121-1124.

Schneider, Albert H. "Splicing Saves Recopying Damaged Records", *Weston's Record*, 21:4-5, 15.

Besterman, Theodore, "The Library of Congress and the Future of Its Catalogue", *Journal of Documentation*, 1 (March, 1946), 194-205.

Holmstrom, J. E. "Moot Points in the Filing of Business Papers", *loc. cit.* 2 (June, 1946), 1-7.

QUESTIONS AND ANSWERS

Comparatively few replies have been received thus far to the questionnaire on the subject of the protection of an institution's interests in original source material in its possession with respect to reproduction by and for others. (See *October, 1946, issue, Page 276*). In view of the importance of this topic and of the informal comments received from members of the Society of American Archivists, these replies will not be summarized until the April number. May we urge readers who have not yet sent us their statements of policy in these respects, to do so at their earliest convenience?

The Archivist's Book Shelf

RICHARD G. WOOD, Editor

The National Archives

GEOGRAPHICAL (OR PLACE) NAMES¹

The following works have been selected and are grouped on the basis of their being representative of particular types of publications as to origin and subject covered. For additional detail see footnote.

Names on the Land, by George R. Stewart. (New York. Random House, 1945. Pp. ix, 418. \$3.00.)

Archivists will be interested in reading this book, not as a "place name dictionary," which it is not, but as a refreshing, often narrative, account of

¹ Unfortunately, there is not extant an accurate, complete and useful gazetteer of or a similar publication relating to the geographical names of the United States. That such a volume or set of volumes is needed has long been acknowledged. With the publication in 1932 of the Official Gazetteer of *Rhode Island* (95 pages) in cooperation with the United States Geographic Board a first step, and a commendable one, was taken. The hope has been that each state and territory would follow this example. To date, except for periodic decisions published by the United States Board on Geographical Names and special lists and gazetteers published by certain United States Government agencies, this plan has not been achieved.

Gazetteers, geographic dictionaries and lists of place names of the United States and parts thereof have been compiled and published by individuals and certain agencies and are available for as early as the Colonial Period. Excellent sources may be found in state and local histories; the "Heads of Families" and "Population" sections of the decennial census publications of the United States Census Bureau, 1790 to date; topographic and planimetric maps published by the United States Geological Survey, the Post Office Department, Office of the Chief of Engineers of the War Department, the United States Coast and Geodetic Survey, and the General Land Office; maps compiled and published by the county road or highway commissioners; and the records of each county registrar. An excellent source of information are the original platbooks of the General Land Office and maps of the former Topographical Bureau, records of which agencies are on deposit in the National Archives.

It must be emphasized, however, that according to Executive Orders (1890 and subsequent) the United States Board on Geographical Names is the Government agency which has been created and made responsible for making the official decisions on or giving approval to geographical or place names, notwithstanding the thousands of names otherwise applied by other agencies to maps and publications of their own creation.

Mention should be made of the gazetteers and similar publications of the Army Map Service in cooperation with the United States Board on Geographical Names. These publications are prepared for use with large-scale topographical maps for areas other than the United States. The United States Hydrographic Office has published gazetteers for several parts of the world, which gazetteers really are a listing (with geographic coordinates and generics) of the place names on the hydrographic charts. The United States Coast and Geodetic Survey has compiled and published several gazetteers (lists of names on their charts and including geographic coordinates and generics), as for example *Geographic Names in the Coastal Areas of Alaska*, December 1943. Pp. 133.

the "process of naming." Though popularly written, the facts appear to be based on an imposing mass of information including such sources as original narratives, local histories, maps, gazetteers, postal guides, and conversations with "people familiar with the place-names pattern of a special region. . . . Names have been discussed (1) because they were of 'National' significance, . . . , (2) because they illustrated habits or fashions of place-naming, . . . , (3) because they fall into line in connection with the work of some particular name, . . . , (4) because their manner of origin seemed of special interest, . . ."

This book is packed with human interest. The author describes with much entertainment, the history of the United States, not as a conventional historian sees it in terms of chronology and warfare, but in terms of the mental processes of the people seeking to identify, describe or locate a place or places. Folklore, politics, social behavior, frontier frivolities, boom days and depressions, these and many more enter into the reasons why places are named and by these, the crests and troughs of a westward surging humanity, a history is told.

A History of the Origin of the Place Names Connected with the Chicago & North Western and Chicago, St. Paul, Minneapolis & Omaha Railways, by William H. Stennett. (Chicago, 1908. Pp. 201. Map.)

The words of the author "the primary purpose of this volume is to supply authentic information as to the origin and derivation of the names of the towns, cities and villages which are located on the Chicago and North Western and the St. Paul, Minneapolis and Omaha Railways. . . ."

The place names are arranged in alphabetical order and are grouped according to particular administrative sections of the railroad system. Each place name is identified as to its location and is followed by a brief history of the name, often including the initial settlement and use of the site.

This publication is of interest because it indicates one solution of a type of special needs, namely fiscal, legal and land tenure as applicable to tracts of land impinging upon and often developed out of railroad rights-of-way.

United States Official Postal Guide. July 1945. Sixth Series. Vol. 1, No. 1, part 1. Domestic Postal Service. (Washington, D.C. United States Government Printing Office, 1945. Pp. 792. \$1.50.)

This is one of the best official sources not only because it includes numerous place names but, because it is published at frequent intervals, usually each year immediately following the fiscal year to which it applies. An additional element of particular value is that the United States Post Office Department publishes and maintains an up-to-date set of Post Route State Maps and large-scale County Maps which reflect cartographically the place names content of each Postal Guide.

For those who are interested in the evolution of place names as determined by the Post Office Department mention should be made of certain publications of that office. As early as 1803 a list of the post offices in the United States was issued. During the period 1803 to 1874 there were issued at irregular

intervals publications including lists of post offices and bearing such titles as "Directory of Post Offices," "Table of Post Offices," and "List of Post Offices." The first official United States Postal Guide was issued in October 1874 and has been revised annually since that date.

Publications of the United States Geological Survey, Department of the Interior (Henry Gannett, compiler):

A Gazetteer of Colorado. Bulletin 291, Washington, 1906. Pp. 185.

A Gazetteer of Cuba. Bulletin 192, Washington, 1902. Pp. 112. Maps.

A Gazetteer of Delaware. Bulletin 230, Washington, 1904. Pp. 15.

A Gazetteer of Indian Territory [Oklahoma]. Bulletin 248, Washington, 1905. Pp. 70.

A Gazetteer of Kansas. Bulletin 154, Washington, 1898. Pp. 246. Maps.

A Gazetteer of Maryland. Bulletin 231, Washington, 1904. Pp. 86.

A Gazetteer of Puerto Rico. Bulletin 183, Washington, 1901. Pp. 51.

A Gazetteer of Texas. Bulletin 224, Washington, 1904. Pp. 177. Maps.

A Gazetteer of Utah. Bulletin 166, Washington, 1900. Pp. 43. Maps.

A Gazetteer of Virginia. Bulletin 232, Washington, 1904. Pp. 159.

A Gazetteer of West Virginia. Bulletin 233, Washington, 1904. Pp. 164.

A Geographic Dictionary of Connecticut. Bulletin 117, Washington, 1894. Pp. 67.

A Geographic Dictionary of Massachusetts. Bulletin 116, Washington, 1894. Pp. 126.

A Geographic Dictionary of New Jersey. Bulletin 118, Washington, 1894. Pp. 131.

A Geographic Dictionary of Rhode Island. Bulletin 115, Washington, 1894. Pp. 31.

The Mountains of the United States. [Compiled in 1910-1912 by Henry Gannett. Reproduced in mimeograph from the manuscript by Henry Gannett, United States Board of Surveys and Maps, Map Information Office, Washington, D.C., 1929. Pp. 31.]

The Origin of Certain Place Names in the United States (second edition). Bulletin No. 258, Washington, 1905. Pp. 334.

These publications are suggested as excellent sources not alone because of the value and wide coverage of the contents of each but because they are the products of the scholarly competence of an authority. Mr. Gannett with long experience as geographer in the United States Geological Survey, and as Chairman of the United States Geographic Board probably was the best qualified person in the United States during the period of publication of these sources to undertake such compilations. The place names used and related explanatory and descriptive statements mostly are from official Government sources. It is indeed most unfortunate that these series were not continued.

The gazetteers are divided into two parts: (1) a short compact geographical description of the state, and (2) the gazetteer proper which includes the place name in alphabetical order, each name being analyzed descriptively, as

to geographic location, and if on a United States Geological Survey topographic sheet the name of that sheet is given.

The geographic dictionaries differ from the gazetteers in that they "contain all the names given upon the [United States Geological Survey atlas] sheets, and is limited to them". Otherwise the content follows the form of the gazetteers.

The Mountains of the United States is a recent reproduction of the original manuscript compiled in 1910-1912 by Henry Gannett. The nearly 500 different place names refer to mountains, ranges, hills, ridges and similar physiographic units in the United States and have been compiled mostly from official topographic maps of the United States Geological Survey. Each place name is identified as to geographic location and is defined descriptively as to form. In most instances the source of the name is given.

The Origin of Certain Place Names . . . is one of the best sources of this nature published during the turn of the century. The place names are arranged in alphabetical order, each including a statement as to geographical location and the probable or known source or origin of the name.

Publications of the United States Board on Geographical Names, Department of the Interior, Washington, D.C.:

Sixth Annual Report of the United States Geographical Board, 1890-1932. (Washington, 1933. Pp. vi, 834. 80 cents.)

Decisions of the United States Geographic Board. Pamphlets containing decisions rendered subsequent to the *Sixth Annual Report*. Numbered 19 (May 4, 1932) through 41 (May 2, 1934).

Decisions of the United States Board on Geographical Names. Pamphlets containing decisions rendered subsequent to May 2, 1934.

Executive Order No. 27-A of September 4, 1890 created and prescribed the functions of the United States Board on Geographic Names (subsequently the United States Geographic Board, 1906-1934 and the United States Board on Geographical Names, 1934 to date). This Board was to establish "uniform usage in regard to geographic nomenclature and orthography throughout the Executive Departments of the Government, and particularly upon the maps and charts issued by the various departments and bureaus . . ."

The Sixth Annual Report . . . and subsequent published or otherwise rendered decisions of the Board cover not only geographical names in the United States but in foreign countries as well. Perhaps the best statements concerning the functions and activities of the Board are included in *The Sixth Annual Report* (pp. 3-77). The names listed in this report are arranged in strict alphabetical order and include decisioned names, revised decisions names, approved alternative names, and cross-reference names which are rejected names or spellings. Usually each place name is followed by a descriptive statement defining the geographic characteristics of the site, its location administratively and in terms of geographic coordinates, and the possible or known origin of the name. These decisions are an accumulation of the decisions of the Board for the period 1890-1932.

The considerably expanded wartime (1939-1945) activities of the Board were directed almost exclusively into the preparation of gazetteers, approving and making decisions on geographical names and assisting agencies in the preparation of lists of names for areas other than the United States. Many gazetteers have been published often in cooperation with the Army Map Service, War Department, for use with large-scale topographic maps.

West Virginia Place Names: Their Origin and Meaning, Including the Nomenclature of the Streams and Mountains, by Harnell Kenny. (Piedmont, West Virginia, The Place Name Press, 1945. Pp. 768.)

This recent, well-written book is a significant contribution to the fields of history, geography, and genealogy and to all persons interested in "names on the land." This work includes an excellent introductory essay which deals with such pertinent subjects as "Materials and Methods," "Phonology," "Current Pronunciations," "Changes of Place Names," "The Synthetic Place Name," and the "Place Name Vocabulary." Of particular interest generally is the part dealing with the "origins of names" such as are reflected in the Indian, settlers, industrial, agricultural, political and mental world.

The gazetteer proper (an alphabetical index) includes extinct place names, earlier names, alternate names, and the present name. The most valuable portion of this book so far as indicating technique and methods used and which points the way to others is the "Bibliography of Sources" (pages 699-730). This is an excellent discussion of textual and cartographic sources and the manner of their use.

HERMAN R. FRIIS

National Archives

Reviews of Books

RICHARD G. WOOD, Editor

The National Archives
Washington 25, D.C.

Autographs: A Key to Collecting, by Mary A. Benjamin. (New York. R. R. Bowker Co., 1946. Pp. xviii, 305. Illustrations. \$6.00.)

The archivist and librarian will welcome this book no less than the collector to whom it is addressed for, as his eventual heirs, they are concerned in knowing that the advice and guidance available to him in print is adequate to meet the heavy responsibility of temporary ownership of original manuscripts.

Following a brief but excellent introduction by Julian P. Boyd, the author approaches her subject through an historical summary. Most of the chapters that immediately follow in Part I, on Terminology, Evaluation, What to Collect, Where to Buy and others are written out of the author's rich experience in this field and sounder general advice for the collector would be difficult to find. The archivist, too, on occasion, will refer to this section as a source of helpful information. The chapter on the Forger and His Work has advisedly been brought up to date lest the amazing tales of Vrain Lucas, Robert Spring and George Gordon Byron should lead anyone to believe that such things are not attempted in this era of elaborate scientific methods and equipment.

Part II consists of but two chapters which occupy a relatively small section of the book. The first, on Care and Preservation, is of greatest concern to the archivist, while the other, How to arrange, will probably be of least significance to him in view of the highly complex nature of an archive as opposed to a collection of autographs. In the first of these chapters, the author has drawn on the National Archives Bulletin, *The Repair and Preservation of Records*, by Adelaide E. Minogue. For this reason Mr. D. L. Evans' review of the Bulletin should be recommended reading. The Evans' review has recently been made more easily available to American readers by reprinting in THE AMERICAN ARCHIVIST for October, 1946. On the whole, the author has judiciously avoided falling into the enthusiasm of a partisan while explaining the various kinds of methods and materials used in repair and preservation. A belated reference to cellulose acetate on page 267, in the chapter "How to Arrange," should more properly, and more prominently, have followed the first mention of this material in the preceding chapter. There is some ambiguity in the description of silking as a means of repairing seals which the text of the National Archives Bulletin will clarify. It would have been proper to add that other fully adequate and preferable methods are practiced in Europe where the repair and preservation of seals has long received careful attention.

Some archivists may be apprehensive of the possibility that the methods described in this chapter will lead an autograph collector to undertake amateur repair work himself, or to have it done by a process which can never be undone. In any case the repair of manuscripts in private possession presents different problems from those confronting archivists and librarians. Even among the latter, differences in storage facilities, use to which the material is put, and the physical nature of the manuscripts involved, demand different methods of repair and preservation. The author has alluded to this circumstance as it concerns the collector's special interest in retaining all possible aspects of a manuscript's original condition.

A group of thirty-five excellent plates completes the volume. The illustrations represent almost entirely the handwriting of persons whose importance is historical rather than literary. Within this limitation, they appear to be well selected although the collector, and the archivist as well, may be disconcerted by the variations exhibited in the three Thomas Lynch Jr. signatures, particularly as Lynch enjoys such fabulous reputation. A few characteristic examples of forgeries would not have been out of place in illustrating the interesting chapter on that subject but this lack is largely compensated by the helpful emphasis placed on confusing namesakes, both in the text and in the plates.

HERBERT C. SCHULZ

Henry E. Huntington Library and Art Gallery

The Care and Repair of Books, Third and Revised Edition, by Henry Miller Lydenberg and John Archer (New York, The R. R. Bowker Co. 1945. Pp. 123. \$2.50.)

This book in its first and second editions (1931 and 1935), was in essence a presentation of ideas and methods on the physical handling of books that had been found practicable at the New York Public Library over a period of many years. This, the third, is written in the same near-conversational style as were the earlier editions and is readily understandable and usable for those who are not trained in the physics and chemistry of book preservation. Nothing contained in the 1935 edition has been omitted or rewritten but a number of additions have been made which give the reader the benefit of some of the more recent technical advances in the field.

The title, "The Care and Repair of Books," in its simplicity and its completeness precisely describes the contents of this volume. There are chapters of discussion on the favored methods of packing, shelving and preservation. There are other chapters dealing with the repair of writing materials from papyrus to paper, and of binding materials from wooden boards to plastic-coated cloths.

It is interesting to note that the authors have found, that in the overall library economy, preservation requirements are paramount in the shelving of books. "A tall book standing along side a shorter one runs grave danger that its sides will warp and lose shape unless some sort of protection is provided. Better move it to a place where it can be physically safe in spite of

the system of classifications." Air-conditioning of library air is extolled as the one best method of preserving paper and binding materials, and of combatting mildew and insects; but for the benefit of those who cannot provide the ideal, there is good sound advice on how to manage without it. In fact, the emphasis throughout the book is not on the need for modern expensive mechanical equipment in preservation work but on how much can be accomplished with a few simple tools and a sensible approach to the problem.

The chapters on the repair of papers and other writing materials and those on binding repair are oriented in the same direction. They will be found highly useful to institutions and individuals housing and repairing relatively small but important and valuable collections. All the methods described are those that have been in use by bookbinders for many years. The results of these techniques are admirable when the work is entrusted to the hands of a skilled craftsman, but the cost of such service is necessarily high. For instance it would be difficult to imagine a nicer or more expensive manner of repairing and collating a group of loose sheets than by the method described as "inter-leaving." Each sheet is repaired, if required, by silking; is pasted to a stub of heavy high-grade paper; then these are interleaved with large sheets of a similar paper; and the whole is oversewed and bound into a volume.

While this book suggests effective remedies for practically every conceivable ill to which books or their components are subject, there is no specific information on how to treat deteriorated map or other large folded inserts. It is hoped that the authors will deal with this problem in a future fourth edition.

The repair methods described, though not very economical in large quantity work, are excellent for one who wishes to practice the art on a small scale or to do his own repair work as a hobby. This volume gives enough detail to acquaint one with the general requirements without being so explicit that ingenuity is stifled. In Chapter V there is one sentence that appears to give the key to the authors' philosophy of repair: "In all this it is experience and common sense that insure success much more than any formal set of rules to govern details of method and procedure."

The list of references and the index have both been significantly augmented to bring the publication more nearly up-to-date and to increase its usefulness as a reference work.

ADELAIDE E. MINOGUE

Alexandria, Virginia

The Corporation and the Historian, by Stanley Pargellis. (Princeton, N.J. The Newcomen Society of England, American Branch, 1944. Pp. 16.)

In spite of the increasing interest in business history Dr. Pargellis holds that full cooperation between active executives and historical scholars is hopeless until there is better mutual understanding. "'You historians,' say the executives, 'are a crowd of impractical socialists; . . . and heaven help the history of business if you try to write it.' 'You executives,' say the historians, 'are a crowd of narrow minded reactionaries who put profits before human

welfare.' " Seeking to find a common meeting ground, Dr. Pargellis analyzes some of the basic differences in thinking that separate the worlds of business and scholarship, and concludes that the historians, being, perhaps, more adjustable, should try to understand the businessman. Anyone planning to use or collect business records should consider carefully this discussion based on wide experience with both scholars and men of action.

THOMAS C. COCHRAN

New York University

Manual of Map Classification and Cataloging: Prepared for Use in the Directorate of Military Survey, War Office, by Capt. E. J. S. Parsons, R.E. (London. Directorate of Military Survey, May 1946. Pp. [i], 439. Processed.)

Brevity of notation and schematic simplicity are the outstanding characteristics of the map classification system described in this handbook and used in the map library of the British Military Survey. This generally admirable system provides for a division of the world into continents and oceans, and for a primary subdivision of these into countries, seas, islands and island groups, and areas such as the Balkans and Scandinavia. Provinces, states, and other comparable administrative divisions, as well as gulfs and channels and individual members of major island groups are provided for in a secondary subdivision. Areas which are defined in terms of compass directions because they are comprised of more than one country or of more than one province are taken into account in the first and second subdivisions, respectively.

All of this is done with a pleasing paucity of symbols. For example, the Rat Islands of the Aleutians are designated 'J2:5' in this system; one American system uses six digits to designate the same islands and still another employs seven digits. Unnecessarily fine subdivisions and consequent 'overclassification' are avoided. But the absence of subclasses to provide for areas intermediate in magnitude to compass divisions of countries and provinces or states themselves would seem to this reviewer to be a negative characteristic in the case of the United States and in the cases of foreign countries of large areas and small provincial or other divisions.

On the other hand, water areas are adequately covered, which is not true in some other systems. The cataloging procedures of the Military Survey map library are not highly unusual; it may be noted that each map is assigned a serial number under its classification, this providing a unique designation for it. The manual contains a useful list of more than two dozen prime meridians in Europe and Asia together with their Greenwich values.

KENNETH F. BARTLETT

National Archives

Church Archives and History, by Thomas Spence, Jr., Virgil V. Peterson, and Thomas F. O'Connor with an introduction by Herbert O. Brayer. Bulletin of the American Association for State and Local History. (Raleigh, North Carolina, 1946. Vol. 1, number 10. Pp. 257-304, April 1946.)

It was a brilliant idea to publish the three papers on church records and history (Spence, "The Historical Foundation of the Presbyterian and Reformed Churches"; Peterson, "Behold there Shall be a Record Kept Among You" [Mormon]; O'Connor, "Historical and Archival Activities of the Roman Catholic Church in the United States") read before the American Association for State and Local History in 1944, as a special number of the Association's Bulletin. Church historians and others will be grateful to the essayists for opening up for them the fountains of history that lie hidden in church archives throughout the country. Not since the appearance of the *Inventory of Unpublished Material for American Religious History in Protestant Church Archives and Other Repositories*, by William Henry Allison of Colgate Theological Seminary and published by the Carnegie Institution of Washington, D.C., in 1910 (254 pages), has the importance of church records, to our knowledge, been brought to the fore as in these papers. They will surely stimulate the publication of ecclesiastical records, such as those of the State of New York, 1901 to 1905, 6 vols., by Dr. E. T. Corwin, which cover especially the colonial documents concerning the Reformed Dutch Church, with a number of papers concerning the Episcopal and Lutheran Churches thrown in for good measure. The publication of the papers of Spence, Peterson, and O'Connor will stimulate historical interest and give a new impetus to the organization of state and local historical societies.

KARL KRETZMANN

Concordia Historical Institute
St. Louis, Missouri

The National Archives. *Your Government's Records in the National Archives.*

Compiled by W. Brooks Phillips under the supervision of Philip M. Hamer. (Washington, U. S. Government Printing Office, 1946. Pp. ix, 81. Unpriced.)

This attractively produced pamphlet "sets out to do something that, properly speaking, cannot be done: put the National Archives and its vast store of records in a nutshell." This it accomplishes by identifying and briefly describing the *record groups* which are now the basic units of accessioning, arrangement, and cataloging in the National Archives, and which bear numbers corresponding to the order in which the earliest elements of each group were received. Thus, for instance, Record Group No. 66 consists of the Records of the Commission of Fine Arts, and No. 67 of the Records of the United States Fuel Administration. In the present brief guide, the groups are of course gathered into a more systematic arrangement under the headings of General United States Government, Congress, Judiciary, Executive Office of the President, the ten departments, the three composite agencies, other agencies, and predecessor governments of acquired territories. One misses, however, a correlation of these nineteen headings or categories with the thirteen "Records Divisions and Offices" into which the National Archives is administratively divided. One misses even more an adequate explanation of the record group system itself—the second paragraph of the Introduction being quite insufficient—for which one must go to the *Annual Report*

of the *Archivist* for 1940-1941, the system having been instituted in February of the latter year.

That the record group system constitutes a practical, flexible, economical, and sound method of archival arrangement, preliminary description, and ultimate cataloging, no one would deny. But whether a rigid system of entries, each devoted to a single record group, constitutes the best possible summary guide to the contents of the National Archives, is a quite different question. Each entry consists of the title of the group, its number (RG 66), a brief administrative history—usually the largest element of the entry, an enumeration of various files within the group and the inclusive dates of each, and, finally, a measurement in cubic feet. One notes with some dismay that Record Group 162, with a nine line entry, consists apparently of one phonograph record, that Group 91, with an eleven line entry, comprises two reels of film, and that Groups 82 and 196, with standard entries, amount to a few records or reels each. It is difficult to resist the impression that in a scheme which describes the 100,767 cubic feet of the Records of the Veterans' Administration in twelve lines, and the two reels of the Records of the Inland Waterways Corporation in eleven lines, substance has been sacrificed to framework.

However, reviewers are notorious for preferring anything else to what is put before them. The very formality and rigor of the present scheme lead one on to general views and comparisons of much interest. One may observe, for instance, an unanticipated degree of contemporaneity in the contents of the National Archives: of the 212 record groups registered up to June 30, 1945, 23 are creatures of World War I, 32 of the New Deal, and 12 of World War II. Or one may note that war is the mightiest piler-up of archival accumulations: the four largest record groups in the Archives are those of the Veterans' Administration, already mentioned, the Adjutant General's Office (42,164 cubic feet), the American Expeditionary Forces of 1917-1921 (38,041), and the Quartermaster General's Office (27,022). Such vast and long-lived civilian enterprises as the Bureau of the Census and the General Land Office must be content with fifth and sixth rank (24,653 and 24,436 respectively). Or one may hit upon the quiz question: what are the earliest records in the National Archives? They are not of 1789, nor of 1774, but of 1672—the Records of the Danish Government of the Virgin Islands.

DONALD H. MUGRIDGE

Library of Congress

The Appraisal of Current and Recent Records, by G. Philip Bauer. (Washington, D.C. The National Archives, Staff Information Circular, No. 13, June 1946. Pp. 25.)

In 1942 Dr. Bauer, at the request of an official in the then rapidly expanding OPA, analyzed the methods by which NRA had handled its records. His report, published by National Archives as No. 1 in its Records Administration Studies, closed with the observation that perhaps 20 percent of the earlier agency's cost of filing equipment and space might have been saved

through an orderly program for "segregating ephemeral papers and reference materials from records deserving permanent preservation." That stressing of the cost of keeping records reappears in this later essay, which insists that "a stern and true cost accounting is a prerequisite of all orderly appraisal." The central thesis is simply phrased: "Values must be weighed against costs." But the author leaves to others, alas, the task of calculating that "basic cost formula" which he believes can be found.

Most of the present essay is devoted to that elusive but fundamental problem in the administration of records, namely, the criteria for retaining or disposing of them. The author by this time has gone far beyond the "ephemeral" and "reference material" standards of evaluation. In fact, he pokes good-natured fun at these and a dozen other archival clichés. He recognizes, in a descending scale, four main types of use for which Government records may be retained: reference by public officials, protection of private rights, historical and scientific research, and genealogical investigation. He recognizes also, three tests of their suitability for a given use: their informational content, their convenience of arrangement, and the concentration of their textual substance. Within the framework of these sets of principles the essay proceeds to give the most penetrating and comprehensive discussion of appraisal problems which American archivism has yet produced. The National Archives, even after a two-year interval, has honored itself by publishing the study.

WILLIAM JEROME WILSON

Office of Price Administration

The Role of the Office of Civilian Requirements in the Office of Production Management and War Production Board, January 1941 to November 1945. Historical Reports on War Administration: War Production Board Special Study No. 20. Prepared under the Supervision of James W. Fesler, War Production Board Historian by Drummond Jones. ([Washington] 1946. Pp. 351. Processed.)

The present War Production Board monograph falls somewhere between the specialized "policy" studies which trace the evolution of policy with respect to specific commodities or products and the over-all three-volume history of the War Production Board and predecessor agencies which will probably not be completed entirely for another year. The policy histories which have comprised the main output of the program to date served a very useful immediate function by providing administrative officers, especially newcomers, with background data of great value for the understanding of past trends and current policy. *The Role of the Office of Civilian Requirements* in contrast is an organizational study which cuts across a wide sector of the war economy and illuminates many significant issues of administrative relationships, inter-agency as well as intra-agency, and war production policy.

The story of OCR is in the main one of organizational frustration although by no means one of futility. It is a story in which the career of the hero reaches an early and not inglorious climax, followed by a long, downhill fight in which diminishing status is accompanied by service of continuing useful-

ness within a narrowing sphere. Beginning as the "civilian supply" end of OPACS in the middle defense period, this agency confounded all critics of bureaucracy by insisting that the interest group which it was created to serve and protect should have far less rather than more. Under the direction of its dynamic administrator, Leon Henderson, and staffed by an able group of career civil servants and college professors—both of whom perversely refused to conform to the popular stereotypes—OPACS took the lead in pressing for restriction of civilian production in the interest of rapid conversion to what many in this agency early perceived was to become an all-out war effort.

When the jurisdictional controversy between OPACS and OPM led to the transfer of civilian supply to the Office of Production Management, the crusade for conversion was continued in unhappy proximity to the business men staffing the industry branches of OPM, men who liked neither college professors nor undue haste in conversion. In the months after Pearl Harbor the resistance to full conversion to war production at last gave way and the Division of Civilian Supply assumed its titular role of protecting the civilian economy in the interest of maximum effectiveness on the home production front. It was quickly discovered, however, that zeal in this role was no more welcome than in the earlier one. To the end the military were adamant in their opposition to what appeared to them as a policy of coddling civilians. Although the head of WPB at times gave strong verbal support to the civilian supply role as when he asserted that "in total war . . . there is no distinction between military and civilian requirements." Within this key war agency the Office of Civilian Supply continued barely to be tolerated by the dominant industry divisions. When public and Congressional pressure threatened to result in the creation of an independent civilian supply agency, OCS suffered the fate of being kicked upstairs, its nominal improvement of status as the Office of Civilian Requirements accompanied by a narrowing of its field to the consumer aspect of civilian supply. In this diminished but important role the agency rode out the war, avoiding final scenes of frustration in the battle over conversion chiefly as the result of the aggressive and able leadership of its last wartime head, W. Y. Elliott.

The history of the administration of civilian supply, so ably presented in this study, will serve as a valuable guide to policy in a future emergency. Without question, the handling of civilian requirements and supply was one of the weakest phases of the mobilization of the American economy in the recent war. The groups whose requirements bore an immediate and direct relation to the military effort were in a position to claim and obtain what they wanted—the military first of all and after them the industries engaged in direct war production. The service industries, agriculture, industries not engaged directly in the manufacture of war material and the great body of civilian consumers occupied the unhappy position of residuary legatees, compelled to wage a continuous and, much of the time, an unsuccessful struggle for even the barest of maintenance. Even in the closing phase of the war, the effort to have the most urgent civilian needs placed on the same footing as the least urgent military requirements met with indifferent success. Whether

or not the advocates of a stronger civilian supply policy were right or not—and only an exhaustive study of all phases of the problem, substantive and administrative, can decide this issue—it is clear that the experience recorded in this monograph will prove of great value if in some future day, total war, much talked of but far from attained in this country in World War II, comes to the United States.

On the methodological side this study exemplifies the Federal historical program at its best. It bears witness not only to the industry, skill and objectivity of the author, the latter characteristic qualified only by an understandable and readily discounted sympathy with the agency program, but to the soundness of the historical policy and program of which it is a product and of the archival system focusing in the now well-known policy documentation file of WPB. The richness and variety of the materials which the latter places at the disposal of the historian can be seen from a brief sampling of the citations. In addition to such customary source materials as administrative orders and directives, reports, correspondence and press releases, the author draws heavily on memoranda, formal and informal, minutes of meetings, transcripts of conferences and numerous personal interviews with participants in the activities under consideration. In grateful contrast with a certain tendency, discernible in the historical programs of some agencies, of avoiding or glossing over the more controversial issues and ignoring any references to personalities, this study faces such matters squarely. The result is a vivid and realistic account of wartime administration, the history of an agency which was as important for what it failed to accomplish as for what it actually achieved.

LOUIS C. HUNTER

The American University

A Manual of Rules Regulating Access to Archives in India and Europe, by the Imperial Record Department, Government of India, New Delhi. (Calcutta, Government of India Press, 1940. Pp. 63.)

In this pamphlet the rules and regulations for the use of records in the custody of the Imperial Record Department in New Delhi, the Governments of Madras, Bombay, Bengal, Punjab, the Central Provinces, Assam, the Chief Commissioner of Coorg, the Alienation Office at Poona, and the Nizam's Government of Hyderabad are set forth in detail, and those for the use of records in European countries are given in brief and general terms. The rules adopted by the European countries are similar to those of the National Archives of the United States, and both are more liberal than those of the Indian governments.

While in routine matters, such as the manner of applying to use records, the system of requisitioning them, the means adopted for their protection, and the prohibitions against smoking and eating in the record rooms, the rules of the Indian governments are similar to those of the United States and Europe, in the important aspects they are more stringent. In India it is apparently regarded as a privilege rather than as a right to be permitted to

consult the official records. It is usually stated at the outset that the public have no right to see or have copies of records in the possession of the governments, which reserve to themselves the entire right to decide whether a document or archive shall be issued for inspection, and that no reason shall be given in the case of refusal. Notes and extracts from the records cannot be taken out of the records depository nor can any use be made of the information gained from the records without permission of the person in charge. Fees are charged for the supervisor's inspection of notes, and no search for an individual is made by the records room staff except upon payment of a fee. An unusual requirement in Bombay is that unpublished records will not be placed at the disposal of "novelists who cannot be regarded as coming within the description of serious historical students."

ELIZABETH BETHEL

National Archives

Annual Report of the Librarian of Congress for the Fiscal Year Ended June 30, 1945. (Washington, United States Government Printing Office, 1946. Pp. 233. Appendices. \$1.00.)

The Library of Congress Quarterly Journal of Current Acquisitions. Vol. 11, no. 1 $\frac{3}{4}$, November 1944, February, June 1945. (Washington, 1944-45. \$1.50 per year.) Published as a supplement to the *Annual Report*.

Luther Evans' report for the year 1944-45 represents, as much as did Herbert Putnam's report for the year 1938-39, the end and the beginning of an era. On June 30, 1945, after serving for six months as Acting Librarian, Mr. Evans became Librarian to succeed Archibald MacLeish, who resigned December 19, 1944, to become Assistant Secretary of State.

MacLeish's five years as Librarian of Congress constituted a period of reconsideration, restatement and reorganization of purposes and processes; a period of streamlining, in some cases merely perfunctory, but in many cases functional, of one of the oldest Federal agencies. This report is in reality the last report of MacLeish's librarianship, summarizing as it does the activities and accomplishments of the Library under his leadership. This period Mr. Evans characterizes as a brilliant episode, the outstanding feature of which is "not the fact that so much was consummated in so short a time, but rather that there is now so little to repent."

The careful organization of the report reflects the new organization of functions and services. There are eight sections, devoted to 1) the acquisition of materials, 2) their preparation, 3) their service, 4) bibliographies and publications, 5) general administration, 6) personnel, 7) finance, and 8) the report of the Copyright Office. The very full statistical material is set forth in nineteen appendices. Two articles here reprinted, "The Job of the Librarian of Congress," by Luther H. Evans, and "The Reorganization of the Library of Congress, 1939-44," by Archibald MacLeish, round out the story of administrative and technical changes.

One aspect of the reorganization, of special interest to archivists, was the

four-month survey of the Library's official records and files, which was made by a member of the National Archives staff, who was loaned to the Library for this purpose. Also of interest is the description of progress on the Motion Picture Project, initiated in May 1942, and now awaiting the completion of a national repository, the construction of which is proposed in the Lanham Bill (H.R. 1275, 79th Cong.), drawn up jointly by the Library of Congress and the National Archives.

Again, for the second year, the detailed descriptions of acquisitions were not held for publication in the annual report, but have been issued throughout the year in the *Quarterly Journal of Current Acquisitions*. This has been made into a periodical of scholarly and highly readable articles upon the outstanding gifts and purchases of materials. Of special interest to the archivist and historian are those articles dealing with the manuscript collections, such as "The John Cleves Short Collection of Papers of the Short, Harrison, Symmes, and Allied Families," by Dr. Sioussat; "The Woodrow Wilson Collection," by Katherine E. Brand; "The Booker T. Washington Papers," by E. Franklin Frazier; and "The Journal of Harriet Low," by Arthur W. Hummel. The story of the safeguarding during World War II of the originals of the Declaration, the Constitution, the Articles of Confederation, and four other invaluable historical documents is thrillingly told in Robert Penn Warren's "The War and the National Muniments." "The Bill of Rights Comes Home," by Milton M. Plumb, Jr., describes the gift to the Library of one of the thirteen original engrossed copies of that document. Less spectacular additions to the manuscript collections are summarized in the brief notes of "The Review of the Quarter."

DOROTHY V. MARTIN

National Archives

Fifteenth Annual Report on Historical Collections, University of Virginia Library, for the Year 1944-45. (Charlottesville, University of Virginia, 1945. Pp. 58.)

This most recent in the series of reports on the historical collections in the University of Virginia Library covers accessions from July 1, 1944, to June 30, 1945. There are 104 entries, ranging from single items and small groups of papers to large collections of approximately 3,000 pieces. The latter include the important Wilson Cary Nicholas Papers (1751-1850) and the Pocket Plantation Papers (ca. 1740-1880), one with material on many phases of economic and political history, the other with data on typical plantation activities in tobacco, hemp, and iron. Additional sizable groups are the Thomas Garland Papers (business in Charlottesville, ca. 1820-1870), the Grinnan Family Papers (1763-1907), and the James Gibson Johnson Collection (the history of education in Virginia, 1870-1944). There are also significant accessions increasing the size and worth of the Thomas Jefferson Papers, the Civil War Collection, and the World War II Collection. It is regrettable that in this report the bibliographical data are not uniform for the various en-

tries, and in this respect the report falls below the standard of previous numbers in the series.

The introductory essay by Lester J. Cappon, former Consultant in History and Archives, is a continuation of the discussion of collectors and collecting begun in the fourteenth report. In the earlier paper, the attitude and role of the individual or family possessing papers accumulated over a long period of time was considered. In the current essay, there is discussion of the part played by three other groups of people: the private collector, the dealer in books and manuscripts, and the research library. Dr. Cappon describes the activities of these three parties and the intricate questions of interrelationship and cooperation, stating the remarks in short, pithy paragraphs. It would have been interesting if the essay had included some examples of situations met by Dr. Cappon during his many years in the field, but perhaps that would have expanded the paper to too great a length. One point which is frequently forgotten is the service rendered by the dealer in ferreting out and preserving many books and manuscripts which might otherwise be lost or destroyed. Neither the private collector nor the research library have the contacts or the physical ability to perform the necessary rescues, so it is to the dealer that both turn for much of their material.

WILLIAM D. HOYT, JR.

The Maryland Historical Society

Jahresbericht für 1944. Anzug aus dem Jahresbericht der Direktion des Innern des Kantons Zürich. ([Zürich. 1945]. Pp. 6.)

Jahresbericht für 1945. Anzug aus dem Jahresbericht der Direktion des Innern des Kantons Zürich. ([Zürich. 1946]. Pp. 5.)

These two reports were printed separately as part of the larger annual reports of the Department of the Interior of the Canton of Zurich. One distinctive difference between the two years is the lifting of the ban, in 1945, on loan activities with foreign archival establishments. There is also shown a considerable increase in the number of users of the archives, with emphasis on private research workers. Administrative activities in 1945 covered, in part, a check on the entire collection of documents (*Urkundenbestand*) which led to the recovery of 196 misplaced items. Many private gifts of research notes and documentary materials were made. Outstanding among these were papers by the late distinguished local historian, Dr. h. c. Adrian Corrodi-Sulzer (*obit.* 1944) dealing with Zurich city topography and family histories.

Among the attractive features of the report are select lists of inquiries addressed to and opinions prepared by the Zurich State Archives covering, among other topics: currency systems in East Switzerland; participation of the Canton of Zurich in the Leu and Co. banking firm; buying and selling of English securities (stocks) by the Canton of Zurich, 1727-1836; the Swiss Export Company in Zurich; origin of family names as derived from place names; and funeral practices during the time of Zwingli.

ERNST CORRELL

The American University

Bericht des Schweizerischen Wirtschaftsarchivs in Basel für das Jahr 1945.
([Basel, 1946]. Pp. 13.)

The name *Wirtschaftsarchiv* in this case is not meant to suggest an exclusive depository of documentary materials. As reflected throughout this report, this "archive" (also known by its initials as "SWA"), is more nearly a specialized library in business, economics and statistics. A large list of private and public donations in terms of "books, periodicals, and manuscripts" shows a comprehensive topical variety on a cantonal as well as a national Swiss basis and beyond. The editorial work of the *Schweizerische Zeitschrift für Volkswirtschaft und Statistik* is carried out in the SWA. The institution functions as an elaborate information center as well as a popular research establishment.

The report indicates several progressive service features kept up-to-date by an expert staff organization. These services include a *Biographien-Sammlung* covering nearly 2000 persons. The Manuscript Division, headed by Dr. H. Schaub, contains business and association archives. Literary legacies of scholars in the field have also been deposited. They include in part that of the late Professor Fritz Mangold of the University of Basle, founder of the *Schweizerisches Wirtschaftsarchiv*. Reference is made to the 1944 annual report of SWA for a fuller statement of Dr. Mangold's activities.

ERNST CORRELL

The American University

Tentative List of Jewish Cultural Treasures in Axis-Occupied Countries, by the research staff of the Commission on European Jewish Cultural Reconstruction. Supplement to *Jewish Social Studies*, Volume VIII, No. 1. ([New York, 1946]. Pp. 103. Introductory statement, appendix, place-name index.)

The volume under review consists of a numerical listing of over seven hundred pre-World War II, European-Jewish, institutional, and some important private, book, document and museum collections. It was prepared by the Commission as an initial attempt to aid in Jewish cultural reconstruction in Europe. Although the list is primarily a guide for organizations and individuals concerned with the problem of rebuilding European Jewish culture, American archivists will find therein valuable information, much of which has never before been presented in English, concerning Jewish and non-Jewish archives in twenty-one European countries.

In the introductory statement (pp. 5-11) the authors explain, among other things, the sources of their data and their method of arrangement. It seems that the text before us originated from a brief compilation prepared by the Hebrew University in Jerusalem. Added thereto are the facts secured by direct contact with organizations and individuals in the United States, Europe and Palestine, and by research with the materials available in libraries and in the offices of the important Jewish welfare and social organizations in the New York area. Rather than wait for an indeterminate period and publish a comprehensive study on the past and present status of the cultural treasures, it was decided to prepare this list, tentative in nature and limited in time to the pre-war period.

The material is presented in a book catalog style. The Jewish-owned treasures are listed in the main part of the volume (pp. 12-67) and the appendix (pp. 68-100) contains the list of Jewish treasures in non-Jewish institutions. The two parts are similarly subdivided, by the country, into three sections: the principal, communal and small library collections; and the last two sections are further divided by city and town, alphabetically. Each collection is described by name, contents, and source of information, and the more important collections have as many as thirty lines devoted to them including bibliographical references. German and Austrian entries contain, in addition, a statement of ownership. Hebrew, Hungarian, Rumanian and Slavic names of collections are translated into English, but the other names are given in their original languages. Although this arrangement is somewhat confusing, it does not impair the usefulness of the volume.

The authors themselves steal the thunder away from the reviewer desiring to criticize this book by enumerating its shortcomings. They point out that there are serious omissions and that further research on the spot, not possible during the war, will result in many additions and corrections. Furthermore, they invite "all informed readers, here and abroad, to communicate all pertinent information they may possess about the past and present state of these cultural treasures to the Commission's offices."

This reviewer feels obligated professionally to the authors of this volume for performing the spade work in a virgin field. As one of the Army's archives officers in Germany engaged in finding and restituting the cultural treasures of all European nations he remembers well the joy of his colleagues and himself when this list reached the Offenbach Archival Depot and the contribution it has already made to the general success of the cultural restitution program in Germany. Archivists everywhere interested in the rebuilding of archival institutions and other cultural phases of European civilization will look forward eagerly to the appearance of the planned forthcoming studies on Jewish cultural treasures in Europe.

S. J. POMRENZE

National Archives

Memoria Correspondiente al Año de 1945. Con Algunos Datos Historicos desde 1899 hasta la Vigencia de la Ley Numero 6 de 7 Mayo de 1942. (La Habana, 1946. Pp. vii, 84. Illustrations.)

Hill, Roscoe R. "Report on Trip to Cuba, September 1944." Cuba. Archivo Nacional, *Boletín*, 43 (Jan.-Dec. 1944. Published 1946), 89-100.

From its beginning in 1840, the National Archives of Cuba has served a very useful purpose in the preservation of archival material for Cuba and the entire Caribbean area. The interest of the United States in Cuban affairs near the turn of the century centers attention upon the development of adequate facilities for housing permanently and securely all documents and other materials of interest to the Republic of Cuba.

The publications listed above trace the history of the efforts to obtain

adequate housing facilities for the National Archives of Cuba. Those organizations and individuals who were instrumental in the erection of the magnificent edifice which was dedicated September 23, 1944, are due special credit for their efforts.

Architectural plans for the new edifice were drawn by Luis Duval; the construction work was done by Enrique Gil and Son. The elaborate dedication of this building and the compliment paid to Captain Joaquin Llaverias, Director-General, and his associates, are ample testimony of the importance of the new building and the role which it is filling.

The various rooms in the National Archives building are named in honor of distinguished Cubans; and, in so far as possible, the material in which each was particularly interested is shelved in the appropriate room. The latest conveniences in archival construction have been utilized, such as air conditioning, fumigation equipment for the extermination of insects, inter-office communication system, and the like. The scarcity of steel was overcome by salvaging that of the old building, making erection of the new building possible during the war years.

Dr. Solon J. Buck, Archivist of the United States, and Dr. Roscoe R. Hill, Chief of the Division of State Department Archives of the National Archives in Washington, represented the United States at the dedication services. Dr. Hill reports that they were royally entertained and that a special program covering several days made it possible for the visiting archivists to inspect the leading library and archival collections of Cuba. The publication, *Memoria*, is fully documented and traces the development of the Cuban archives from their beginning through the dedicatory services. In addition to including a detailed discussion of the arrangement of rooms within the new building, the article by Dr. Hill not only discusses the building, but also mentions specifically the kindness and hospitality of Cuban officials to the very distinguished guests who were present.

CLYDE H. CANTRELL

Alabama Polytechnic Institute

The Society of American Archivists Reports for the Year 1945-46

MINUTES OF THE BUSINESS MEETING

OCTOBER 25, 1946

The Society convened in its annual business meeting in the Auditorium of the National Archives, Washington, D. C., at 4:35 P.M., October 25, 1946, approximately sixty members attending.

The minutes of the previous business meeting, as published in THE AMERICAN ARCHIVIST, January, 1946, pp. 63-65, were approved. The report of the secretary was read, accepted, and ordered to be placed on file.

The treasurer presented her report. The chairman of the Auditing Committee, Mr. Lewis J. Darter, made his report which was accepted and certain recommendations therein were referred to the treasurer. The treasurer's report was then accepted and ordered to be placed on file.

Voted, to adopt the following resolutions concerning an international archives council, as approved and recommended by the council of this Society:

WHEREAS, It is desirable that archivists of all countries as quickly as possible re-establish their professional contacts, cooperate in the solution of urgent postwar problems of their profession, exchange experiences, ideas, methods and techniques, and work together more closely for the effective preservation, administration, and utilization of the archival heritage of mankind; and

WHEREAS, A representative international council is needed to provide a forum where these subjects can be presented and discussed, to provide the machinery through which approved programs and activities can be promoted and implemented, and to provide an organization that can cooperate officially with other organizations, national and international; therefore be it

Resolved, That the Society of American Archivists urges the creation of such an international archives council, and that it authorizes its President to take such steps on behalf of the Society, and in cooperation with other interested agencies and organizations, as may appear to him to be necessary or desirable to bring about the establishment of such an organization.

Voted, to adopt the following resolutions concerning a United Nations Archives, as approved and recommended by the Council of this Society:

WHEREAS, The proper preservation and administration of the valuable non-current records of the United Nations of its subordinate and affiliated agencies, and of the older international organizations that it has absorbed or displaced is a task of considerable magnitude and complexity and will become increasingly more so; and

WHEREAS, The proper preservation and administration of these records is of vital importance not only to the United Nations itself but to member nations, to scholars, and to the cause of peace and constructive international achievement; therefore be it

Resolved, That the Society of American Archivists recommends the establishment, by the United Nations, of an effective international archival agency with an adequate staff of professionally competent archivists. Resolved, further, that the Secretary of

the Society be instructed to transmit copies of these resolutions to the Honorable Trygve Lie, Secretary General of the United Nations, and through the Department of State to the representatives of the United States in the General Assembly of the United Nations.

The report of the Special Committee on Improvement of the Provision for Amending the Constitution, including the following recommendation, was presented to the Society:¹

. . . We recommend that a committee of broader assigned functions be elected by the Council, and that the new committee carefully review the entire Constitution, in the light of the past ten years experience under it, and with the benefit of suggestions from the general membership as to the character of changes desired.

Voted, that the report of the Committee be accepted and that the Council elect a committee of five to study possible revisions of the Constitution and report to the Council such amendments as the Committee may consider desirable.

Voted, to approve the report of the resolutions committee, read by its chairman, Mr. James Young, as follows:

The Society of American Archivists desires to express its deep appreciation for the excellent work of the program committees of the Society of American Archivists and the American Association for State and Local History, respectively headed by Robert H. Bahmer and Albert B. Corey, as evidenced by the quality of the papers that have been presented.

It wishes also to commend the activities of Herbert E. Angel and Richard G. Wood, Co-Chairmen of the Joint Committee on Local Arrangements, and the members of their Committee for their wisdom and forethought in making possible the success of the meeting in Washington. It wishes particularly to commend the members of the two societies residing in Washington for their cooperation in providing accommodations for out-of-town delegates to the meetings.

It likewise wishes to express its appreciation for the hospitality of its hosts: the National Archives, the American University, and the Catholic University of America.

The Society also wishes to call attention to the capable and faithful services during the past year of its President, Solon J. Buck; its Vice President, Morris L. Radoff; the members of the Council; the Secretary, Lester J. Cappon; the Treasurer, Helen L. Chatfield; and the Managing Editors of *THE AMERICAN ARCHIVIST*, Theodore C. Pease and Margaret C. Norton.

The Society especially regrets the absence from the meeting, due to illness, of its former secretary and present member of the Council, Philip C. Brooks, whose services to the Society have been of outstanding character, and expresses hope for his early recovery.

The Resolutions Committee move the adoption of this Report and also move that the Secretary be instructed to convey the sentiments expressed therein to the individuals and institutions mentioned.

The report of the nominating committee was read by Mr. Herbert A. Kellar, chairman, who presented the following slate: for president, Solon J. Buck; for vice-president, William D. McCain; for secretary, Lester J. Cappon; for treasurer, Helen L. Chatfield; for council member for a term of five years ending in 1951, Ernst Posner. There being no nominations from the floor, voted, that the secretary cast a unanimous ballot in favor of the above nominees.

¹ See quotation from the Committee's report in the Report of the Secretary, *supra*, p. 78.

The remaining council members continue to hold office for the following periods: Philip C. Brooks, one year ending in 1947; Mrs. Virginia Leddy Gambrell, two years ending in 1948; Howard H. Peckham, three years ending in 1949; Christopher Crittenden, four years ending in 1950.

The meeting adjourned at 5:35 P.M.

LESTER J. CAPPON, *Secretary*

MINUTES OF THE COUNCIL

OCTOBER 24, 1946

The Council met in the National Archives, Washington, D. C., at 4 P.M., October 24, 1946, the president, secretary, treasurer, editor, and Mrs. Virginia Leddy Gambrell, Christopher Crittenden, Herbert A. Kellar, and Howard H. Peckham attending. The president requested that Mr. Oliver W. Holmes of the National Archives staff be present also for part of the meeting.

The Council discussed at considerable length the qualifications for individual membership in the Society as stated in Section 3 of the Constitution, and how strictly this Section should be interpreted. There was difference of opinion as to whether the Society should be a professional organization or should be open to anyone who is sufficiently interested to apply for membership. The president recalled that the drafters of the Constitutions, of whom he was one, had in mind a professional society. The treasurer felt that an open society is preferable so as not to exclude many persons who are interested in its work but who, for lack of formal training or experience, could not meet the restrictive qualifications. Mr. Peckham suggested that revision of Section 3 of the Constitution might be considered. It was generally agreed that more information ought to be provided on each applicant in order that the Council may have a better basis for considering his qualifications. Mrs. Gambrell suggested that the application blank be revised to request more detailed information, and that all persons who are already members be asked to supply specific data on their training and experience for the records of the Society. The secretary was directed to provide sufficient information on each applicant as a basis for judging his qualifications for membership. The secretary pointed out that according to Section 21 of the Constitution individuals may become subscribers to the magazine of the Society without being members, although thus far only institutions have been subscribers.

The following qualified applicants were elected to membership in the Society: Katherine F. Allen, John C. L. Andreassen, Colleen C. Armantrout, Eldon D. Brodnax, John A. Buller, Naomi M. Farrell, (Miss) Clyde Hillyer, James Hindle, Anita E. Jackson, Dr. W. S. Jenkins, Marguerite K. Kennedy, Edith C. Lundstrom, Marguerite McDonald, Chawncey Saunders, Vernon D. Tate, Lucy E. Weidman, Nora L. Woodward, Arthur E. Young.

The secretary reported that by mail ballot the Council had voted to accept the invitation of the Colorado State Archives to hold the eleventh annual meeting of the Society in Denver during the week of September 22-27, 1947.

Voted, to approve resolutions concerning an international archives council and to recommend them to the business meeting of the Society for adoption.¹

Voted, to approve resolutions concerning a United Nations Archives and to recommend them to the business meeting of the Society for adoption.²

Voted, to refer the "Manual for Local Recording Officers," prepared by the Committee on Local Records, to the Editorial Board for consideration and such action as the Board may see fit.

The meeting adjourned at 6 P.M.

LESTER J. CAPPON, *Secretary*

MINUTES OF THE COUNCIL

OCTOBER 25, 1946

The Council met in the National Archives, Washington, D.C., at 5:50 P.M., October 25, 1946, the president, vice-president, secretary, treasurer, editor, and Mrs. Virginia Leddy Gambrell, Christopher Crittenden, Howard H. Peckham, and Ernst Posner attending.

The editor made a report on her first six months of work. She outlined the problems discussed at the meeting of the editorial board on October 24, including proposed advertisements in *THE AMERICAN ARCHIVIST*, methods of providing reprints for contributors, soliciting of articles, providing bound volumes in exchange for unbound at the end of each year, sending authors proof of their articles, compiling an index to Vols. I-X, and the policy of exchanges with other magazines and organizations. Members of the Council were in agreement that decisions on these matters should be left to the editorial board but advised that galley proof be sent to each author.

Voted, to refer the model "Act to Create a State Department of Archives," prepared by the Committee on Uniform legislation, to the editorial board for consideration and such action as the board may see fit.

Voted, to reappoint Karl L. Trever as a member of the editorial board for a term of four years ending in 1950.

The secretary reported that the Society has received an invitation from the archivist of Quebec to hold an annual meeting in that city.

The budget proposal for 1947,³ submitted by the treasurer for the Finance Committee, was discussed, amended by increasing the allotment for publications from \$1,800.00 to \$2,000.00 and for the secretary's office from \$300.00 to \$400.00, and approved.

The meeting adjourned at 6:40 P.M.

LESTER J. CAPPON, *Secretary*

¹ For text of resolutions see the Minutes of the Business Meeting, p. 71.

² For text of resolutions see the Minutes of the Business Meeting, p. 71.

³ See below, p. 80.

REPORT OF THE SECRETARY

At this tenth annual meeting of the Society, while considering a cross section of current archival problems in a turbulent postwar world, we have also paused for reflection upon the first ten years in the history of our Society, as recounted by our first secretary, Philip C. Brooks. If we may take some modest pride in its achievements, it is with the realization that the end of one job is always the beginning of numerous new undertakings. We knew we had a huge task confronting us in 1936 for we believed what we were told by the handful of pioneer archivists who administered at the birth of the Society; but we could hardly have anticipated the enormity and complexity of the problems ten years hence, even if a world war had not intervened.

This is the second meeting of the Society in Washington and since we are making a sort of anniversary of this tenth meeting, it is fitting that it be held in our national capital. For Washington, with the rapid growth of the National Archives, has become the great center of archival activity in the United States and is fast becoming a leading center for expert consultant service in archival developments throughout the world. The program of this meeting of the Society suggests the broad scope of our interest in records for the use of the scholar and the administrator, of the public official and the general public. The presidential address of the archivist of the United States emphasizes our international responsibility as archivists.

One of the most important factors in the expanding influence of our Society has been and continues to be *THE AMERICAN ARCHIVIST*. Increase in the number of subscribers and the steady demand for back copies are indicative of the fact that we possess a valuable asset, financial as well as cultural. During the editorship of Professor Theodore C. Pease the University of Illinois helped to carry the magazine through its first nine years. On behalf of the Society I take this opportunity to express again our gratitude to the University for its subvention and our appreciation to Professor Pease for his fruitful service. *THE AMERICAN ARCHIVIST* is now financed solely by the Society. Although printing costs have greatly increased, our greater income in recent years, in spite of war conditions, gives assurance of our ability to support the magazine if necessary without aid from some outside source. Beginning with the July, 1946, issue Miss Margaret C. Norton succeeded Professor Pease as editor of the Society. In 1946 during her second term as president of the Society Miss Norton addressed a *News Letter* to all members urging them to demonstrate their positive interest in the Society by contributing articles of wider variety to *THE AMERICAN ARCHIVIST*. Some of the results of her appeal, implemented further by her editorial efforts, are seen in the contents of the July and October numbers. She has been ably assisted by the work of the Committee on Archival Research and by the dependable cooperation of the news notes editor and the book review editor, and she has added a technical committee to her staff. Clippings from the book review and news notes sections are sent

to contributors and to persons mentioned in the notes by the chairman of the Committee on Information. Besides these special assistants, the members of the Editorial Board are called upon for advice and critical judgment.

The fourth annual list of "Writings on Archives and Manuscripts, July, 1945-June, 1946," compiled by Karl L. Trever and Mary Christopher, is published in the October issue of THE AMERICAN ARCHIVIST. This is a yearly event of growing importance to archivists, custodians of historical manuscripts, bibliographers, and scholars in general. Compilation by Mr. Trever and Dr. Ernst Posner for the Committee on Archival Bibliography of a select list of publications on archives and manuscripts issued both prior to June 30, 1942, when the annual lists began, and after that date will soon be completed and submitted to the Editorial Board.

If the Society is to play its proper role in archival affairs of world-wide import, it is certain that much will depend upon the intelligent foresight and planning of its Committee on International Relations. We can feel well assured on this score by the report of Mr. Fred W. Shipman, chairman of this Committee. The principal objective of the Committee during the past year has been "to lay the ground work for bringing archivists of the world together in a World Congress as soon as possible" and to form "a permanent International Committee of Archivists." The need for cooperation and interchange of ideas among archivists by such means is obvious, especially in view of the fact that communications among archivists of different nations were shut off during the war. These proposals were placed before the United States National Commission for the United Nations Educational, Scientific and Cultural Organization at its first meeting in September of this year with the request that the United States Delegation to UNESCO be instructed to present the General Conference in Paris in November a proposal that there be held at the earliest possible time an International Conference of Archivists for the purpose, among others, of forming a permanent International Committee of Archivists. The Round Table group of the United States National Commission for UNESCO recommended accordingly to the United States Delegation that such an international body of archivists be established. Ways and means whereby the Society of American Archivists can participate in these and other undertakings will be offered subsequently at the present business meeting for action.

At the meeting of the Council of this Society on November 7, 1945, President Buck suggested making available to the National Archives back copies of THE AMERICAN ARCHIVIST to be used in exchange for certain foreign archival publications. The Council voted "that the secretary and editor carry out the recommendations of the Committee on International Relations with respect to sending back copies of THE AMERICAN ARCHIVIST to certain foreign libraries, if the recommendations meet with the approval of the secretary and editor." The Committee has now recommended "that the National Archives be authorized to propose specific exchanges to the

Secretary and Editor, which, upon approval by the latter officials, shall be carried out by the National Archives, the required copies of THE AMERICAN ARCHIVIST to be made available to the National Archives for that purpose with the understanding that publications received from abroad in exchange are to be retained by the National Archives Library."

During the Second World War a nation-wide interest developed in the collection and preservation of state and local records of the war, not only for use by future generations but to provide the basis for historical narratives to be written for those who lived through the conflict and contributed their share in winning the victory. Since it was clear that most of the writers of these local narratives would be amateur historians, the need of a manual to guide them in their endeavor was urgent. The preparation of such a guide became the joint project of this Society's Committee on Publication Policies and the Committee on State and Local War Records of the American Association for State and Local History. The result of their work has just been published with the title, "Writing Your Community's War History," by Marvin W. Schlegel, in the *Bulletins* series of the Association.

As soon as the war was over there was a recurrence of the fever of "back to normalcy" that swept the nation during 1919-1920. Most Americans had forgotten that in a postwar period conditions get worse before they get better. This state of affairs is reflected in the comment of the Committee on Archival Buildings by Chairman Victor Gondos that "the available reports from the country at large indicate some progress but mostly in a minor key." Plans for large archives buildings in Connecticut, New York, and Pennsylvania, for construction of a new library at the University of Georgia, and for completion of the Illinois State Library Building, and the stacks of the Alabama Department of Archives and History are all held in abeyance. Nation-wide shortage of building materials and skilled labor is more serious than lack of funds, although the state archivist of Oregon writes that his dreams of an archives building "have no reasonable basis for fulfillment." In the field of religious institutions plans have been completed for the projected archival building for the Archdiocese of New York. Our Society's Committee is accumulating a valuable collection of architectural plans, American and foreign. One of the most impressive of its recent acquisitions is that of the Stockholm City Archives, all the stack areas of which are built into a rocky hill many feet below the surface level. The committee continues to render consulting service to numerous inquirers.

A similar report on the effect of postwar conditions comes from Chairman Vernon D. Tate of the Committee on Photographic Techniques who reports that "the situation with respect to microphotography and archives generally, while promising, is still somewhat chaotic. . . . Only recently efforts have begun in the field of documentary reproduction to utilize the potentialities in coping with the immense mass of war-created records. . . . Supplies are shorter now than they were during the war. . . . Surplus property is a wraith pursued by many and captured by a very few." In the field of documentary

reproduction, however, he points out that UNESCO may offer decided advantages for international cooperation along technical lines.

The Committee on Local Records under the chairmanship of Mr. Harold S. Burt was directed to explore ways and means of educating lay custodians of archival material. The product of the Committee's study is a mimeographed *Manual for Local Recording Officers*, which the Council has referred to the Editorial Board for consideration. The *Manual* includes such subjects as the preservation and reduction of county records, laminating equipment, photographic equipment and processes, filing equipment and other supplies, record vaults, relations of local records officers with state archival agencies, etc. The contents of this *Manual* remind me of Miss Norton's forceful editorial entitled "Whose Fault?" (THE AMERICAN ARCHIVIST, IX, 196, July, 1946), in which she asserts that "We archivists can better achieve our objectives if we abandon our critical attitude toward county officials and work sympathetically with them. . . ."

The close relationship between the work of the Committee on Local Records and the current activity of Mr. Philip C. Brooks' Committee on Records Administration is indicative in his statement of last year that "the most urgent need is to arouse the intelligent interest of administrators in the importance of economical records administration." His Committee is preparing a bulletin on this subject for state and local government on the basis of the federal government's experience. The material has been assembled for this bulletin and a preliminary draft is under way.

The Committee on Uniform Legislation with Professor A. R. Newsome as chairman has done constructive work for many years in the study of archival legislation and the drafting of model acts for the guidance of legislators. The Committee has now submitted the text of "An Act to Create the [Name of State] Department of Archives." It is very similar to the proposed model Act to Create a State Department of Archives and History, published in THE AMERICAN ARCHIVIST, April, 1944, pp. 130-133.

At the business meeting of the Society last year, after an amendment to the Constitution was adopted providing a special rate for dues of foreign individual members, considerable discussion developed out of objections which were raised to the method whereby the Constitution can be amended. As a result it was "Voted, that the incoming president of the Society appoint a committee to consider improvements in amending the Constitution." The Committee appointed by President Buck is composed of Mrs. Virginia L. Gambrell, chairman, Miss Margaret C. Norton, and Dr. R. D. W. Connor. I quote in part from their report:

After a careful consideration of the present provision for amendment of the Constitution, your Committee reached the conclusion that little would be accomplished by redrafting one provision of the present Constitution.

With a decade of experience under the present Constitution, it should now be possible for a thoughtful committee to distinguish beyond the elements of the Constitution which have proved feasible and those which have been disadvantageous.

Our Committee believes that a patch work effort to revise one phase of the Constitution, without a careful consideration of the relationship between the various passages of the Constitution, would not be helpful. The functions of your present Committee do not include consideration of the entire Constitution. We recommend that a committee of broader assigned functions be elected by the Council, and that the new committee carefully review the entire Constitution, in the light of the past ten years experience under it, and with the benefit of suggestions from the general membership as to the character of changes desired.

This proposal will be submitted to the present business meeting for consideration.

As I pointed out in my report of last year, there was a steady growth in membership of the Society and in number of subscribers to THE AMERICAN ARCHIVIST during the war. This record should be an incentive to much greater achievement during the postwar years, especially in view of the expanding activities of the Society in records administration as well as in archival and manuscript fields of greater diversity. We are beginning to recover some of the foreign members and subscribers whose ties with us were severed by the war; and if the concept of "one world" has real meaning for archivists, the number of foreign members should be augmented to a marked degree in the future. The Membership Committee, with Mr. Virgil V. Peterson as chairman, is organized on a geographical basis whereby each of eleven groups of states is represented besides Canada, Latin America, and Europe. Since for unavoidable reasons the Committee's program got off to a late start, it is recommended that the same personnel be appointed for the coming year in order to take full advantage of the work now well under way.

According to our records, from the last annual meeting to date 9 individual members resigned, 10 were dropped for non-payment of dues, and 1 is deceased. This loss of 20 is offset by 42 new individual members of whom 37 are in the United States and 5 in foreign countries. This net gain of 22 brings the total in this category to 305 (the net gain in 1945 was 15). During the past year there was no loss of institutional members and 5 were added, making a total of 47 (the net gain in 1945 was 4). The number of life members is 2, of honorary members 4, these figures being the same as a year ago. Thus the aggregate of all classes of membership is 358. During 1946 the number of new subscribers was 12 in the United States and 4 in foreign countries; 2 subscribers were lost, resulting in a net gain of 14 (the net gain in 1945 was 3). The total number of subscribers is 98. There is every reason to believe that we should be able far to exceed a net gain of 22 individual members during the coming year. But in a sense there are greater opportunities for attracting new institutional members in many fields, and the experience of our Society and of other similar organizations, has shown that such memberships are, with few exceptions, of long continuous duration. There is scarcely a committee of this Society whose activities do not open the way to potential institutional members (and to individual members and subscribers also). I strongly urge all our committees in the

course of their business to cooperate with the Membership Committee. The Committee on International Relations has set a fine example in this respect.

It is with deep regret that I announce the death of one of our members: Mr. Addison O. Boniface, executive secretary of the Safe Manufacturers National Association, on October 11, 1946.

During the past year the Council of the Society voted the admittance to membership applicants in a wide variety of archival work. The Council approved the selection of Miss Norton to succeed Professor Pease, resigned, as editor of the Society, upon recommendation of the special committee appointed for that purpose. At Miss Norton's request, the Council advised her with respect to the resumption of issuing reprints to contributors to the magazine. After the members of the Society were circularized as to their choice among five places which had extended invitations for the tenth annual meeting, the Council voted in favor of Washington, D. C. This decision, it may be noted, was in accord with the results of the vote exercised by considerably less than fifty per cent of the Society's membership. After accepting tentatively last year the invitation of the Colorado State Archives to hold the eleventh annual meeting in Denver, the Council has voted to confirm this acceptance as final. According to present plans the meeting is scheduled for the week of September 22, 1947, subject to possible revision of dates.

The year 1946 has been one of readjustment, of much planning and just enough fulfillment to stimulate us to better planning for constructive achievement in what we bravely hope will be an era of peace. The annual report of the secretary, scheduled, as it is, at the beginning of the business meeting, rather delays termination of the year's work but gives me an opportunity to express my appreciation to the officers and members of the Society for their help in keeping the wheels turning. I can assert that *almost* every member does the specific job requested of him, *usually* without undue delay; and if "almost" and any other limiting adverbs spare the archivist for his shortcomings, perhaps the secretary has found a loophole for himself too in this conclusion.

Respectfully submitted,

LESTER J. CAPPON, *Secretary*

BUDGET PROPOSAL—CALENDAR YEAR 1947

	1944 (actual)	1945 (actual)	1946 (estimated)	1947 (estimated)
Cash on hand January 1:	\$2,081.85	\$1,870.15	\$2,371.51	\$2,573.65
<i>Receipts:</i>				
Membership dues	\$1,786.00	\$1,658.50	\$1,825.00	\$1,825.00
Subscriptions, single copies, reprints .	831.00	646.10	495.85	495.85
Interest on investment		25.00	25.00	50.00
Annual meeting	8.36		100.00	100.00
Miscellaneous	.18			
Total	\$2,625.54	\$2,329.60	\$2,445.85	\$2,470.85

	1944 (actual)	1945 (actual)	1946 (estimated)	1947 (estimated)
<i>Expenditures:</i>				
Administration:				
Secretary's Office	252.82	206.56	285.89	400.00*
Treasurer's Office	99.80	100.00	75.00	100.00*
Committees	105.10	31.44	73.22	100.00*
Publication Fund	1,379.52	1,353.81	1,709.60	2,000.00*
Annual meeting		136.43	100.00	100.00*
Investments	1,000.00			1,000.00*
Total	2,837.24	1,828.24	2,243.71	3,700.00
Cash on hand December 31:	\$1,870.15	\$2,371.51	\$2,573.65	\$1,344.50

*Budget proposals for 1947

Approved:

Respectfully submitted to the Council

(Signed) Lester J. Cappon

Secretary

Approved by the Council L.J.C.

(Signed) Solon J. Buck

President

(Signed) Helen L. Chatfield

Treasurer

REPORT OF THE COMMITTEE ON ARCHIVAL BIBLIOGRAPHY

The Committee on Archival Bibliography (formerly the Committee on Writings on Archives and Manuscripts) held no meetings during 1946. Although the chairman had hoped to conduct considerable correspondence with the Committee members in regard to the compilation of the annual list of writings and on related matters, he regretfully reports that not much has been accomplished in that direction. The fourth annual list of writings was compiled, however, and was published in *THE AMERICAN ARCHIVIST* for October 1946, p. 347-367. It contains 20 more entries than are to be found in the previous year's list. For some errors of classification noticeable in the list, the chairman takes full responsibility. He will endeavor to rectify them in the proposed consolidated bibliography referred to in the report for last year.

The consolidated bibliography did not progress as had been anticipated at the time of our last report. The unusually heavy schedule of work carried by Dr. Ernst Posner, who has agreed to help the compilers on the project, prevented him from giving his assistance. Considerable work has been done on the project, however, and it is expected that it will be completed during the current year.

The chairman wishes to take this opportunity to praise the work of Mary Jane Christopher of the National Archives Library who has continued to assist in the bibliographical projects of the Committee.

KARL L. TREVER, *Chairman*

REPORT OF THE COMMITTEE ON INTERNATIONAL RELATIONS

The principal objective of the Committee on International Relations during the past year has been to lay the ground work for bringing the archivists of the world together in a World Congress as soon as possible. A further objective was the formation of a permanent International Committee of Archivists. The last International Congress in which archivists met was held in Brussels thirty-six years ago and it was expected then that it would be followed by another in three to five years. Important developments have taken place in the archival field since 1910, particularly in the United States with the establishment of The National Archives in 1934. While considerable progress has been made in the care and administration of archival materials, an ever-increasing number of new problems have arisen, the most troublesome of which are due to the colossal mass of records produced between two World Wars, more notably in the United States than elsewhere. World War II served to accelerate greatly the production of records everywhere and archivists are now confronted with the problem of administering what seems to be an ungovernable mass.

World War II not only presented a new set of problems as record depositories became military objectives, but it also shut off communications between archivists of different lands. There is now a serious need to re-establish contact in order that they might learn of each others' work and benefit through exchange of ideas. The international character and significance of archives which contain the recorded history of mutually dependent countries striving to maintain and improve on our civilization in a world ever growing smaller is daily becoming more evident. Because of the place our country has assumed in world affairs, it was the consensus of your Committee that it is proper for American archivists to take the initiative in asking that the archivists of the world be called together to discuss their common problems. Therefore it was planned to submit a proposal to this Society at its annual meeting in 1946 incorporating the ideas expressed above and to recommend specific action. When it was learned, however, that the United States National Commission for the United Nations Educational, Scientific and Cultural Organization was to hold its first meeting the week of September 23 (several weeks before the Society's annual meeting), it was deemed advisable to take advantage of the moment and place these proposals before the Commission. Accordingly, the following communication was sent to Mr. Charles A. Thomson, Acting Adviser of the Office of International Information and Cultural Affairs:

September 19, 1946

Mr. Charles A. Thomson
Office of International Relations
and Cultural Affairs
State Department
Washington, D. C.

Dear Mr. Thomson:

As Chairman of the Committee on International Relations of the Society of American Archivists, I wish to request you to refer the attached memorandum to the National Commission at its first meeting on September 23rd.

Sincerely,

FWS:nn

Fred W. Shipman, *Chairman*
Committee on International Relations
Society of American Archivists

MEMORANDUM

TO: The National Commission from the Chairman of the Committee on International Relations of the Society of American Archivists.

The need to solve problems relative to the preservation and administration of records of International organizations, meetings and conferences is urgent. It is to the interest of all nations concerned that proper care, protection and use of such records be assured. They form a means without which it would be practically impossible for countries to conduct their international affairs and determine their rights as well as obligations.

There are several types of records of international interest. Among them are the records of enemy countries which contain information of value in determining policy toward these countries and the rights of their citizens. They form a body of information of greatest interest and historical interest and historical value.

The last International Congress in which Archivists met was a Congress of Archivists and Librarians, held in Brussels in 1910. The Librarians now have their own international organization, and the Archivists should have theirs. Great progress has been made in archival administration since then, which has been highlighted in the United States by the establishment of the National Archives. The most troublesome archival problems have arisen from the great mass of records that have been produced in ever increasing quantities since World War I. World War II served greatly to accelerate the production of records everywhere, and the Archivists are face to face with the problem of administering what seems to be an ungovernable mass. This situation was aggravated in war areas by the damage, destruction and dispersal of archives and records. It is significant that both the Allied and Axis powers had Archives experts in military units assigned to the protection of such papers even at the cost of human life.

As problems have arisen, solutions have been sought and sometimes found. World War II, however, shut off communications between Archivists of different lands so that now there is need to reestablish contacts that we might learn of each other's work and benefit through exchange of ideas. The international character and significance of archives which contain the recorded history of mutually dependent countries striving to maintain and improve our civilization is obvious. It is now time to call the Archivists of the world together to discuss their common problems.

Therefore it is requested that the United States Delegation to UNESCO be instructed to present the General Conference in Paris in November a proposal that there be held at the earliest possible time an International Conference of Archivists on immediate problems growing out of the War and for the following purposes:

1. To form a permanent International Committee of Archivists, the objects and purposes of which shall be to establish and maintain cooperative relations among archivists to advance the archival profession in all its studies and to foster the study of archival problems and to further the cause of friendship and peace among nations.

2. To discuss the universal problem of handling the great mass of modern records, including the study of records administration, the use of technical aids, particularly those applied in reproducing and repairing documents.

3. To arrange for the exchange of information on scientific progress made in the care of archives, including the study of buildings and equipment.

4. To discuss the problem and make recommendations on record-keeping of international organizations and meetings on an international level.

5. To discuss archives problems involving the fate of records of former enemy countries.

The meeting should not be entirely official but should include the whole profession of archivists. Organizations with allied interests should be invited to send delegates or to otherwise take part. The meeting should, however, be for the archivists and the principal discussions should be concerned with the solution of problems of archivists.

September 19, 1946

Respectfully submitted,

Fred W. Shipman, *Chairman*
Committee on International
Relations
Society of American Archivists

Mr. Thomson replied in a letter of October 10 as follows:

DEPARTMENT OF STATE

Washington

In reply refer to
OIC

October 10, 1946

My dear Mr. Shipman:

Thank you very much for your letter of September 19, 1946 transmitting the views of the Committee on International Relations of the Society of American Archivists on the subject of international activities of archivists which could be promoted by UNESCO. Your letter was before the Round Table group of the United States National Commission for UNESCO which discussed the libraries and cultural institutes program of UNESCO. I enclose herewith a copy of the final report of this Round Table which was adopted by the National Commission. I believe you will find that this final report meets the principal points of your memorandum and I may add that the whole subject of an international meeting of archivists was discussed in some detail with Mr. Edward Carter, Senior Counsellor on libraries and cultural institutions for the Pre-UNESCO Secretariat, at the time of his recent visit here.

We who are working with UNESCO matters here in the State Department have been delighted at the real interest and strong support given to UNESCO's program by the many organizations and individuals in this country concerned with educational, scientific and cultural matters and I assure you that we stand at all times ready to be of any assistance in facilitating the cooperation of your Organization with the UNESCO program.

Sincerely yours,

S/ Thomson
Charles A. Thomson
Acting Adviser
Office of International Information
and Cultural Affairs

Fred W. Shipman, *Chairman*
Committee on International Relations,
Society of American Archivists,
The Franklin D. Roosevelt Library,
Hyde Park, New York

That portion of the Recommendation to the United States Delegation from the Round Table on Cultural Institutions, September 26, 1946, which relates to archives, reads as follows:

Archives

A. The Round Table believes that the development of archival services, though to a large extent a matter for local responsibility, is in the interest of the maintenance, increase and diffusion of information which is one of the objectives of UNESCO. In particular, the development of such services is in the interest of the preservation of the materials of research and the truth of the historical record, and it is important furthermore for the advancement of the studies dependent upon these materials that they be readily and equally available to the scholars of all countries. Specifically, the Round Table is concerned that the archives of international bodies, for which there is now no continuing responsibility, shall at least be assured of permanence of custody and availability.

B. The Round Table consequently recommends that UNESCO take the steps of promoting the formation of an international body of archivists which will make the development of archival service, exchange of personnel and general accessibility of archives its immediate and continuing concern, and of securing from such a body recommendations regarding the custody and service of the archives of international bodies.

The Round Table considered the subject of archives a matter primarily of local interest, and not as particularly contributing to the maintenance of peace and good international relations. Archivists in the United States are aware of the importance of records in administration and to the study of history. It should be kept always before them, however, that there are many other elements in administration, not a few more important than the form and control of the written record. It is a fact that much history is made without reference to the recorded past, and it certainly cannot be said that statesmen who rely on the record always make the correct decisions. Any exaggerated claims as to the importance of archives on the part of our profession are likely to rebound unfavorably. So we will do well to keep our sense of proportion as we become internationalists.

A committee will, of course, be appointed at the proper time to plan a program for a meeting of archivists but the Committee takes this occasion to suggest that the following subjects be discussed at the International Congress when it is held:

1. The problems and planning for administration of records of international organizations and meetings, including record-keeping of international archives by the National Archives of governments acting as hosts to international meetings and the records of former enemy countries.

2. Methods and techniques applied in the administration and care of modern records and archives.

3. Scientific progress made in the care of archives with emphasis on archival equipment and buildings.

4. The place of archives in the field of international cultural relations and the work of archival reconstruction in areas devastated by the war. The fate of older historical archives should be discussed as well as problems of exchange of photographic reproductions to replace lost materials and the creation of guides.

5. Defenses of archives in an atomic age.

6. The work of Latin-American archivists and in particular what was accomplished at the first and second conferences of archivists in the Caribbean area.

The Committee Chairman discussed the proposal for an International

Congress and a program with Oliver W. Holmes, Program Adviser at the National Archives and found his suggestions helpful. Elsewhere, it is certain, the Society will receive an account of the activity of the National Archives in presenting its official views on this subject before the National Commission. It might be in order to discuss the fact that because the Archivist of the United States is also President of this Society, it should lead to close agreement between this Committee and The National Archives. While such dual control exists in the Archivist, consideration should be given to the advisability of having Mr. Holmes serve on the Committee on International Relations to prevent unnecessary duplication of effort and to insure stricter conformity in planning.

At the meeting of the Council of this Society on November 7, 1945, President Buck suggested making available to the National Archives back copies of THE AMERICAN ARCHIVIST to be used in exchange for certain foreign archival publications. The Council voted "that the secretary and editor carry out the recommendations of the Committee on International Relations with respect to sending back copies of THE AMERICAN ARCHIVIST to certain foreign libraries, if the recommendations meet with the approval of the secretary and editor." Inasmuch as it was agreed that The National Archives was the appropriate depository for exchange publications from foreign agencies, the following recommendation was made:

That The National Archives be authorized to propose specific exchanges to the Secretary and Editor, which, upon approval by the latter officials, shall be carried out by The National Archives, the required copies of THE AMERICAN ARCHIVIST to be made available to The National Archives for that purpose with the understanding that publications received from abroad in exchange are to be retained by The National Archives Library.

The recently appointed Chairman to the Committee on Membership has indicated that it is planned to give particular attention to prospective foreign members and has been assured that the Committee on International Relations is anxious to cooperate with the Committee. This development came too near the close of the year for any action to have been taken.

FRED W. SHIPMAN, *Chairman*

REPORT OF THE COMMITTEE ON ARCHIVAL RESEARCH

As a direct result of the activities of this Committee during the past year six manuscripts have been written, and submitted to and accepted by the editor of THE AMERICAN ARCHIVIST. Of these, two have been printed; two more are to be printed in the October issue. The topics covered range from the seventeenth century to our own. Dr. Lewis Beeson alone brought about the writing of three of the six articles.

In addition to the completed articles, seven others have been promised. Yet the Committee is far from its goal. The situation is slightly brighter than it was a year ago, but the editor does not yet suffer from a^o backlog of suitable manuscripts awaiting publication. Surely no member of the Society will be satisfied until the editor of THE AMERICAN ARCHIVIST,

amply supplied with copy, occupies among archivists a position comparable to that occupied among historians by the editor of the *American Historical Review*. When that happy day comes this Committee with its present objectives will cease to have an excuse for existence.

Not everything lies in the future. This summer one man, not a member of the Society, wrote of his own accord to the editor to offer an article on "The Archives of the Preparatory Commission of the United Nations." He was prompted to do so after seeing the article by William J. Bruce in the January issue. As this Committee inspired the Bruce article, it takes perhaps pardonable pride in such an offer.

These troubled post-war times are not conducive to the production of tracts relating to records. One article was in the hands of the editor within three weeks after it was requested. In general, however, the members of the Committee have met with all manner of delays and evasions, even rebuffs, in stalking their prey. In July an official of a Pacific coast steamship company declined flatly to give us at the present time any information on its records. His reasons are worthy of quotation: ". . . I am sorry to advise you that we are so harassed with strikes, slowdowns, job action, constant daily beefs, confusion and chaos, Congressional hearings, rate investigations, which, added to the extra work involved with the War Shipping Administration, does not give us time to furnish you the information you desire."

But there is hope for us in such a letter, forthright and plain. The author may well be persuaded, when conditions improve, to channel his energies into having his files described. Some responses, in contrast, remind one of the wife of the young Norwegian immigrant. She was wont to sit and rock and knit and reply placidly to whatever her husband said with these words: "Yes, Ole. You are quite right, Ole."

To conclude, the Committee has accomplished something but much remains to be done.

CARL L. LOKKE, *Chairman*

REPORT OF THE COMMITTEE ON ARCHIVAL BUILDINGS, 1946

The first full year of peace has not resulted in as great an activity on the archival building front as we expected. The available reports from the country at large indicate some progress but mostly in a minor key. The large archives buildings projected for Connecticut, New York, and Pennsylvania are still in the realm of dreams. No really significant news has come from the Middle West and none whatever from the Pacific Coast, although Professor Gates in Washington State has been reported from time to time as busily engaged with an archival project for that commonwealth. In large part the delay in the actual commencement of some projects is due to the nationwide stringency in building materials as well as scarcity of skilled labor and, as everyone knows, the Federal Government has bent every effort to channel all building elements into relieving the acute housing shortage throughout the country. Nevertheless interest in remodeling old

and building new archival structures is not abating. This comforting conclusion is based on the knowledge that during the year records surveys have been made, architects appointed, and the Committee chairman has been called upon a number of times for consultations as well as mail inquiries relating to the subject matter of the Committee.

It is also interesting to note that a desire for modern archival facilities is observable in various parts of the world. New structures have actually been planned or erected at such widely separated points as Sweden, South Africa, and India. The first archival building designed for the atomic age is a reality! Through the courtesy of Dr. Ernst Posner, a former Committee member, we have been enabled to add the plans of the Stockholm City Archives to our growing collection which is available for inspection in the National Archives Library. All the stack areas of this amazing building are actually built into a rocky hill, many feet below surface level. Public entrance is by means of two elevators entered at the top of the peak, and truck traffic enters by way of a vehicular tunnel with openings in the side of the hill some distance from the top. Above ground level is a single floor containing the main search room, study cells, administrative offices, and staff work rooms. A unique feature is a large seminar room for teaching purposes. There are the usual facilities for photographic laboratories and document repair. Five large stack and storage floors burrow from 10 feet to 60 feet below the surface. Our calculations indicate a probable net storage space of 300,000 cubic feet! The size and appointments of this structure shame our own rather modest concepts of archives buildings on a state and municipal level. There is not a single state or city archival structure in America that approaches the magnitude and completeness of this Swedish building and only The National Archives of the United States surpasses it.

In our last report we stated that the Alabama legislature authorized the expenditure of \$71,000 towards the completion of the stacks in the Alabama World War Memorial Building which houses the Department of Archives and History, and that Warren, Knight, and Davis of Birmingham were the architects of this addition. Since that report appeared in print we have been informed by the members of the Birmingham architectural firm that while they were the architects of the original building, the State Building Commission appointed another architect for the completion of the stack installation. Besides communicating this correction Architect William T. Warren, a Fellow of the American Institute of Architects, kindly contributed the blueprints of the sketch plans and descriptive details of the War Memorial Building and these too were added to our collection.

The records survey preparatory to planning a State public records building for Albany, New York, was completed by Henry H. Eddy prior to his departure to his new archival position in North Carolina. Mr. Eddy also collaborated with Norman Sturgis, an Albany architect, in preparing some speculative sketch plans of the proposed project, but as far as is known no official appropriations have yet been made for either the planning or construction of the building. The Eddy-Sturgis plans, however, emphasize

the principle of flexibility to an extraordinary degree and it is hoped the competent authorities will accord it serious consideration.

More than a year ago authorities at the University of Georgia manifested interest in archival planning when the acting librarian, Wayne S. Yenowine, consulted with the Committee chairman. Plans are in progress for a new library building for the University, but inquiry elicited the information that the Director of Libraries is "not yet in a position to release data as to special facilities for handling archival material." A similar situation exists in Illinois where, states Archivist Margaret C. Norton, "plans for the completion of the Illinois State Library Building, of which the present Archives Building is the first unit, have been drawn and approved . . . though no appropriation was made for this biennium." The pressing need for more vault space for departmental use, however, is causing a "building up of sentiment" in the several agencies in behalf of an early addition to the present archival facilities.

David C. Duniway, the first state archivist of Oregon, wistfully reports that our inquiry as to their present and future program "has the effect of a highly stimulating drug . . . since it arouses dreams that have no reasonable basis for fulfillment." The State Archives are presently located in the relatively new Oregon State Library Building completed prior to the late war. Archivist Duniway is now engaged in a survey of the noncurrent records of the State to determine the adequacy of the space at his disposal. The only archival budgetary request made to the legislature this year was for a fumigation chamber. Although Archivist Duniway regrets that he is not able to report more exhilarating news at the present time he hopes that the Society's Building Committee "will have gathered enough information (concerning buildings) so that we will be able to draw upon everyone's experience. . . . It is a valuable project and I wish it well."

In last year's report we stated that the Governor of Pennsylvania had just submitted to the legislature "the greatest archival building program thus far proposed in an American state." This program called for the expenditure of six million dollars for the state library, museum, archives, land and utilities, and more than one third of this sum was to be devoted to archival facilities. The Committee regrets to report that no substantial progress has been made towards the fulfillment of this splendid program. Although an architect was appointed he was not provided the necessary detailed program on which he could base any planning. The head of the architectural firm, C. C. Zantzinger of Philadelphia, consulted several times with National Archives officials as well as with the chairman of the Society's Building Committee and expressed deep concern about the number of preliminary problems that had to be mastered before planning could begin. Architect Zantzinger stated that he would promptly move to convey to the Pennsylvania Commission the nature and complexities of the problems involved and he expressed deep gratification for the informational services rendered him. However, the latest advices from Harrisburg and Philadelphia indicate that the current political campaigns have had the effect of delaying progress,

but it is hoped that with the coming November elections out of the way the archival picture will change for the better.

Prior to his departure for a new position at Colonial Williamsburg, Dr. Edward P. Alexander, the retiring director of the Wisconsin Historical Society, reported that with the prospective release of the space now occupied by the University Library sufficient space will be garnered in the building of the Historical Society to take care of all its storage needs for records, newspapers, and books, as well as for adequate service to visitors. A request for \$500,000 for an auditorium and museum was turned down by the legislature, but concurrently that body appropriated \$1,800,000 for the University Library so that it could remove from the Historical Society Building into separate and modern quarters of its own. It is hoped that the remodeling plans for the increased archival facilities will be transmitted to the Committee as soon as convenient.

Turning from the state to the institutional field, the Rev. Dr. John Tracy Ellis reports that the plans have been completed for the projected new archival building for the Archdiocese of New York. Dr. Thomas F. O'Connor of the Archdiocese, during the earlier stages of the project, consulted several times with the chairman of the Society's Building Committee and promised to contribute plans of the structure to the Society's collection. The archival structure will form an independent wing of the Archbishop Corrigan Memorial Library. Although under one roof the library and the archives are to be separately administered, the former by St. Joseph's Seminary and the latter by the Archdiocese itself, and while in the main the two are independent of each other there will be some sharing of certain key facilities. The entire building, both library and archives, are expected to cost about three quarters of a million dollars. It is interesting to note that the architects, the firm of Eggers and Higgins, are former partners of the late John Russell Pope the designer of the National Archives Building in Washington.

Rough calculations indicate that the archival part proper will have some 5,200 square feet of floor space and contain about 60,000 cubic feet by volume. This is the equivalent of a state archival structure for one of our smaller states. The archives occupies two entire floors of a wing. The first floor will contain a large search room of some 1,400 square feet, two offices of more than 500 square feet apiece, and a work room of about 600 square feet. This floor will be entered by means of a foyer with direct access to the street and also with access to the library part of the building. The half basement level below will be used almost entirely for stacks except for a small photostat room of about 200 square feet in area. The stacks will consist of 11 double-faced ranges, 5'-6" center-to-center, and with 2'-6" wide aisles between ranges. Two longitudinal aisles each 3'-6" in width will furnish communication lengthwise. The stacks are to be approached by means of stairs from the workroom directly above one end, and also will have dumbwaiter service. The fumigating room and the receiving room and platform will be shared with the library and these are in the library part of the building. A microfilm reading room and storage space will be

available in the library. Dr. O'Connor worked very closely with the architects in the preliminary planning stage of the project and this cooperation shows in a decidedly improved plan over what had been originally proposed for the archival section. Amongst other things he succeeded in getting a separate entrance and foyer arrangement which makes it possible to use the archives at any time of the day or night without reference to the rules and regulations of the library administration. It is less fortunate, however, that the receiving space and fumigating chamber are at the opposite end of the library building forcing the archives to truck through the library's stacks. The control arrangements for the search room and the stacks are good, but some inconvenience will result from lack of work space directly in the stacks. Although structural drawings are not yet available it is assumed that the flooring will be concrete. The walls are of stone over two feet thick and have four inches of fire-resisting furring on the inside. The New York Archdiocesan Archives are a new departure and the progress of this project is being watched with interest in church circles from coast to coast.

Some of the consulting services rendered during the year have been mentioned in passing. The more important consultations held during the year were those with Architect C. C. Zantzing for the Pennsylvania State project, Architect Norman Sturgis and Henry H. Eddy for the New York State project, Charles O. Libby and Sidney Hall for the Tennessee Valley Authority, and Dr. Thomas F. O'Connor for the New York Archdiocese.

In May 1946 the Committee chairman made a visit to the Virginia State Library Building to inspect the Archives Division. On this occasion he received from Archivist William J. Van Schreeven, a former member of the Committee, the floor plans and functional chart of the Archives and these have been added to the photostatic collection of the Committee, and this collection has been entrusted to the custody of the National Archives Library. With the kind permission of William Barrow, the widely known document preservation expert who maintains his quarters in the same building, a sketch was made of the equipment layout and plan of the preservation room with a view to adding it to a series of preservation room layouts for further study by the Committee.

In connection with the American University's annual summer course on "The Preservation and Administration of Archives", conducted by Dr. Posner, the Committee chairman acted as guest lecturer on the subject of archival buildings, vaults, and equipment. The subject was introduced with a brief review of American archival buildings. The importance of efficient traffic circulation, work flow, space arrangement, and service facilities were stressed, and the use of a functional chart in developing a program for a building and its equipment was emphasized. Some time was also devoted to questions and answers on current problems of the students, which dealt mainly with remodeling of existing quarters. The students comprised manuscript curators, archivists, and history teachers from all parts of the country, including such institutions as Princeton, Swarthmore, Catholic University, Wisconsin, and Colonial Williamsburg.

Besides the growing collection of archival plans now available for study at the National Archives, which includes plans of the Alabama Memorial Building, the Delaware Hall of Records, the Maryland Hall of Records, the Stockholm Municipal Archives, the Vermont Hall of Records, and the Virginia State Library, and some proposed but not completed plans, it is also hoped to add a second publication to the Committee's list dealing with the programming and planning of archival buildings. The various consultations during the year have highlighted the need of both building committees and architects as well as archivists for a published study dealing with the ways and means of compiling a program for a structure of such a specialized nature and which would provide guiding lines for purposeful planning. A number of state archivists have written to us strongly commending this type of project. The work is now partly done in rough draft form and it is hoped to have a finished draft completed in early 1947.

VICTOR GONDOS, JR., *Chairman*

News Notes

KARL L. TREVER, Editor

*The National Archives
Washington 25, D.C.*

NATIONAL ARCHIVES

At the request of President Truman the National Archives has started to compile a series of guides designed to assist government officials, scholars, and others in utilizing the record, including both archival materials and publications, of the government's experience in World War II. They will include a *Handbook of the Federal World War II Agencies and Their Records*, inventories of significant records, bibliographies and lists of published and unpublished materials of special interest, and an over-all guide on a subject basis. The program is under the direction of Philip M. Hamer, records control officer of the National Archives, assisted by Christopher Crittenden, on loan from the North Carolina Department of Archives and History. The staff of the project now includes Donald Derby, Homer L. Calkin, and William F. Ross, new National Archives employees; Martin P. Claussen and Nelson M. Blake, who have returned to the staff after service in the Army Air Forces historical project and the Navy, respectively; and G. Philip Bauer, Seymour J. Pomrenze, and Philip P. Brouwer, assigned from other positions in the agency.

Justice Jackson has transferred to the National Archives his records as United States Chief of Counsel for the Prosecution of Axis Criminality. Included among them are photostats of documents used in the trial, a transcript of the proceedings, motion pictures offered in evidence, and sound recordings of the Justice's opening statement at the trial and of the final statements of the defendants.

In accordance with the Legislative Reorganization Act of 1946, the Clerk of the House of Representatives has begun to transfer to the National Archives the records of the House from the First to the Seventy-Sixth Congress, including bills and resolutions with their accompanying papers, Presidential messages, reports and communications from executive agencies, petitions and memorials, and reports, correspondence, and work papers of committees. Among other recent accessions are journals of the Postmaster General, 1879-1940; records of the Census of Partial Employment, Unemployment, and Occupations, 1937-38; and part of the mail files of the Military Intelligence Division, War Department General Staff, 1917-41. Records of World War II recently received include the central files and additional field records of the War Relocation Authority, 1942-46; the records of the American War Production Mission in China, 1944-45; the

records of the Joint Committee to Investigate the Pearl Harbor Attack, 1945-46; the policy files of Edward R. Stettinius as Lend-Lease Administrator, 1941-43; and additional surrender documents signed by various Japanese field commanders, 1945.

Daniel F. Noll and Thomas Buford Rowland have recently returned to the staff from military duty, and Allen M. Ross has also rejoined the staff after serving as assistant records management officer of the Maritime Commission. Lester W. Smith has been appointed librarian of the National Archives, and Robert Claus is now serving as acting archivist of the United Nations.

A number of foreign trainees have been studying archives administration at the National Archives. Ella Dunbar Temple, professor of history at the University of San Marcos, Peru, is the fifth of a group of Latin Americans to hold fellowships at the National Archives under the sponsorship of the Interdepartmental Committee on Cultural and Scientific Cooperation. Also currently studying at the agency are Shih Chia Chu of China, working under an American Library Association fellowship, and Sunilkumar Chakravorti, a member of the technical staff of the Imperial Record Department of India. Other foreign archivists who have visited at the National Archives recently are: Antoine Roy, archivist of the Province of Quebec; Miguel Bordonau, inspector-general of the Spanish Archives; J. J. Talman, archivist of the Province of Ontario; and Izabel Almeida de Oliveira, of the Federal District Archives in Rio de Janeiro. Other callers interested in archival work were Jean Dhondt, professor at the University of Ghent and former member of the staff of the Belgian Archives; Amadeo Tortajada, librarian of the Consejo Superior de Investigaciones Científicas in Spain; Edward J. Carter, counselor, Libraries and Museums Section, Preparatory Commission for UNESCO; Sr. Quintero, technical assistant to the Philippine Embassy in Washington; and Gabriel Bernardo, librarian of the University of the Philippines.

Dr. Roscoe R. Hill served as an adviser to the history section of the Fourth General Assembly of the Pan American Congress of Geography and History held in Caracas last September. Subsequently he visited certain South and Central American countries for the following purposes: (1) to confer with archivists in the several countries, to observe their methods of record keeping, and to examine such records in their custody as might relate to the history of the United States; (2) to confer with persons interested in the preservation, administration, and utilization of records and to explain to them the methods and techniques employed in the National Archives; and (3) to observe the record keeping systems of the American embassies and other offices of the American Government in the cities visited and to discuss with them the disposal of useless records and the shipment of valuable materials to the United States. His itinerary included Venezuela, Colombia, Panama, Costa Rica, Nicaragua, Honduras, El Salvador, Guatemala, and Mexico. Originally Dr. Hill planned to attend the Second Congress of Librarians, Archivists, and Museum Curators of the Caribbean Area in

Guatemala in October, but this Congress was postponed. Through the sponsorship of Augustin Hernández, director of the Archivo Histórico de Hacienda in Mexico City, Dr. Hill was elected to honorary membership in the Mexican Society of Archivists. Corresponding memberships were also voted to Dr. Hill by the Academia Colombiana de Historia, the Academia de Geografía e Historia de Nicaragua, the Sociedad de Geografía de Historia de Costa Rica, the Sociedad de Geografía e Historia de Guatemala, and the Academia Nacional de Historia y Geografía (Mexico).

FRANKLIN D. ROOSEVELT LIBRARY

Manuscript materials recently acquired by the Franklin D. Roosevelt Library include the following items from the naval collection of the late President: the "commonplace book" of Lt. W. L. Brownlow, commander of United States Marines on the U.S.S. *Hornet*, 1866; letter book of David Conner, commander of the U.S. Schooner *Dolphin*, 1820-22, the U.S.S. *Erie*, 1829-30, and the U.S.S. *John Adams*, 1834; journal of a cruise on board the U.S.S. *Vincennes* in 1842-43, by Midshipman Joseph Parrish; and a six-page autobiographical sketch of Rear Admiral Winfield Scott Schley, probably written about 1898.

Mrs. Theodore Douglas Robinson presented to the Library a body of correspondence, legal papers, and scrapbooks, relating to her father, James Roosevelt Roosevelt, half-brother of Franklin D. Roosevelt. Included are letters received by J. R. Roosevelt while he was secretary of the Legation at Vienna and of the Embassy at London from 1888 to 1896, four letterpress copy books of letters written by him from 1893 to 1897, and letters received by him from 1909 to 1927. Of especial interest are a number of letters written to him by Franklin D. Roosevelt in 1924 and 1925 with reference to the raising of funds for the building of the nave of the Cathedral of St. John the Divine.

LIBRARY OF CONGRESS

In addition to numerous single items, small collections, and microfilm or photostatic reproductions of manuscripts the following are among the recent accessions to the Division of Manuscripts of the Library of Congress that may be noted: 1 box of papers of Brutus J. Clay, 1782-1871; 18 packages of papers of Edmund C. Burnett, pertaining to his study of the Continental Congress; 4 Civil War diaries and other papers of Samuel D. Barnes, 1791-1867; 2 letters from Charles Lee to the President, May 8-9, 1796, pertaining to the transfer of the western posts to the United States; the original diary of Thomas Worthington, 1805-1807, and a photocopy of another, 1820-1821; 1 box of papers of Charles Wickliffe and John M. Wyse and related families, 1810-1894; letters from Josiah Gregg to the commanding officer of the Escort of Dragoons for the Santa Fé Caravan, May 12, 1839; papers of John Hancock Douglas, 1861-1885; 36 letters of George H. Putnam to Mary Hillard, 1863-1865; 1 box of papers of Charles S. Sperry; papers of and collected by Daniel O. Drennan and George H. Stuart concerning the Civil

War; 5 boxes of papers of Albert J. Nock, 1911-1931; 9 boxes of papers of James H. Wilson; 9 file drawers and 6 chests of papers of Mark L. Bristol (restricted); 3 boxes of papers of Clarence Darrow (restricted); 2 boxes of papers relating to the Service Men's Art Center and Contact Bureau, San Francisco, 1942-1945; 8 large boxes of papers of or relating to William H. Polk; 496 packages of papers of William Allen White (restricted); about 1,000 papers of the Alderson, Cary, Feamster, and Mathews families of Virginia, Maryland, West Virginia, Ohio, Kansas and Iowa, 177?-1941; 11 boxes of papers of William Medill, 1828-1864; 4 manuscript volumes written c. 1860 by Rev. Ethan Allen on early Maryland parish history; Civil War diary of Luther A. Rose, Union telegraph operator; 6 boxes of papers of Roy H. Morrill, pertaining to the United States Shipping Board, 1918-1935; 35 letters of Alfred Jay Nock to Frank W. Garrison, 1920-1944; 2 volumes of shorthand notes taken by Roy L. Whitman, official report of debates in the House of Representatives covering addresses delivered before joint sessions of Congress April 4, 1939-May 19, 1943, and Nov. 18, 1943-July 1, 1946.

Among the more important "additional" papers acquired are manuscripts of or relating to George Washington, John Rodgers, Peter Force, the Breckenridge family, William T. Sherman, Vinnie Ream, Elihu B. Washburne (55 boxes), Woodrow Wilson (30 boxes), Ellery C. Stowall, and Elihu Root (22 vols.).

New appointments at the Library include Paul Vanderbilt, who is to serve, effective December 1, as acting chief of the Prints and Photographs Division. For some years he was head of the Photograph Section of the Library and has spent the last year in Germany engaged on archives and libraries work with the Office of Military Government.

The Superintendent of Documents has for sale, at \$1.25 per copy, *A Guide to Manuscripts Relating to American History in British Repositories Reproduced for the Division of Manuscripts in the Library of Congress* by Grace Gardner Griffin.

ADJUTANT GENERAL'S OFFICE, WAR DEPARTMENT

A major reorganization of the Army and the War Department was made in June 1946, affecting certain phases of records administration activities. In the process of accomplishing this and subsequent organizational changes, the nine regional records depots which were under the command jurisdiction of the respective service commands were redesignated and consolidated into seven Adjutant General regional records offices, located at New York, Baltimore, Atlanta, Columbus, Omaha, San Antonio and Ogden, under the jurisdiction of The Adjutant General. The function of these depositories is to receive noncurrent files of installations in the continental United States, and to process and administer the records pending destruction or transfer to a permanent depository.

The Adjutant General continues to supervise the War Department Records Administration Program throughout the War Department and the Army. Staff supervision is exercised by the Assistant The Adjutant General for

Management, Colonel Eustace M. Peixotto, through the Records Management Section (Management Methods Branch) of his staff. Regional records offices also are administered by this office. Central records depositories, consisting of the Records Administration Center at St. Louis, Missouri, and the War Department Records Branch in Washington, D.C., are administered by the Assistant The Adjutant General for Administrative Services, Colonel K. B. Bush.

Noncurrent records holdings of central and regional depositories have increased rapidly as a result of the accelerated program of demobilization. Total holdings, as of 31 August 1946, were as follows: Adjutant General regional records offices, 349,086 linear feet; Records Administration Center, AGO, 654,851 linear feet; and War Department Records Branch, AGO, 101,111; Total 1,105,048 linear feet. Illustrative of the volume of services performed on these records, during the month of August alone there were 601,348 services made on the foregoing records holdings. As of 31 August 1946 these activities employed 4,550 civilians and 69 military personnel.

Included in the holdings of War Department Records Branch and centralized in the custody of Historical Records Section of that branch are the historical files of the War Department and the Army, measuring approximately 11,600 linear feet. These files comprise operational reports and unit histories forwarded by military units in the field, important historical files of various War Department headquarters, and other miscellaneous categories of material. The Historical Records Section is also directed to act as custodian for records of joint and combined operations, including files of Supreme Headquarters, Allied Expeditionary Forces.

Robert G. Ballentine, assisted by Loran L. Fisher, both of the staff of Records Management Section, are currently revising the War Department manual concerning disposition of records—Technical Manual 12-259, *Records Administration—Disposition of Records*. It is anticipated that this manual will be sent to publication in early spring, 1947.

Among the noteworthy War Department archival personnel changes are these: Dr. Wayne C. Grover, who served as officer-in-charge of Records Management Section until his discharge from the Army in May 1946, was re-employed in a civilian capacity as chief of section. On 1 June 1946 Robert H. Bahmer, formerly head of the archival staff of Records Management Section, was transferred to War Department Records Branch and appointed head of that office, succeeding Major Hugh M. Flick upon the latter's discharge from service.

OFFICE METHODS BRANCH, NAVY DEPARTMENT

The Naval Records Management Centers are in the process of moving from leased into Government-owned space. The Navy Department Records Center has moved from a group of garage buildings in Washington, D.C., to a Navy warehouse just outside the city in Arlington, Virginia. In New York, the Records Center has moved from a leased building at 80 Varick Street in Manhattan to the Navy building formerly occupied by the Sperry

Gyroscope Company at Garden City, Long Island. Plans have been worked out for the disestablishment of the Records Center in Philadelphia by 30 June 1947 and the removal of the records to the Records Centers at Garden City, New York, and the Naval Supply Depot at Mechanicsburg, Pennsylvania. By 30 June 1947 also it is planned to move the Records Center from the leased building it is occupying at 417 South Spring Street in Los Angeles to Navy-owned space in San Bruno, California.

An inventory of Navy records taken as of 30 June 1946 indicates approximately 3,000,000 cubic feet of records now in existence. About 400,000 cubic feet are in the Navy Department in Washington, 1,300,000 cubic feet in shore stations in the Continental United States, 400,000 cubic feet in overseas stations and bases, 550,000 cubic feet in the vessels of the fleet, and 350,000 cubic feet in the various Naval Records Management Centers throughout the country.

RECORDS MANAGEMENT IN THE FEDERAL GOVERNMENT

On August 1 Representative Winstead introduced H.R. 7227, a Bill to provide for special study of the standards or specifications for allocating positions in records administration and records management in the various departments and independent agencies. This bill, which was referred to the Committee on the Civil Service, did not pass before Congress adjourned. Nevertheless, the text of the bill is printed here for the sake of the record:

The United States Civil Service Commission is hereby authorized and directed to conduct a special study of the qualifications required for Federal records-processing and records-management positions as will result in rates of pay for such positions which will be equitable and just in comparison with the requirements, standards, and rates of pay for other positions in the Federal service and will eliminate present inequalities.

The President of the United States Civil Service Commission shall cause to be made an exhaustive study of the comparable rates of pay for records-administration and records-management positions at all levels, (a) as between the several departments and independent agencies on similar records positions to eliminate the inequalities now existing, and (b) as between records positions and positions in the statistical, accounting, library, archival, and other technical subprofessional, and professional categories which are comparable in the qualifications required, with a view toward effecting appropriate upward adjustments, through revisions of standards, in rates of pay for records positions wherever indicated by principles of equity and justice: *Provided*, That in making such study the Commission shall consult with and obtain recommendations from the appropriate records-management officials within the Bureau of the Budget and the several departments and independent agencies and with the classification officials in such agencies: *Provided further*, That the study shall include top records-management positions to the end that records management will be recognized in the allocation standards or specifications prepared as being a professional activity on a staff and planning level equal in importance and complexity to that of any other staff or planning activity.

A report shall be made to the next regular session of the Congress with appropriate recommendations as to the specific action required to establish appropriate and equitable rates of pay for records positions in comparison with clerical, technical, subprofessional, or professional work of similar importance, complexity, and responsibility throughout the Federal service.

On September 25, 1946, President Truman issued Executive Order 9784, Providing for the More Efficient Use and For the Transfer and Other

Disposition of Government Records. The text of the order is as follows:

1. The head of each agency shall establish and maintain an active continuing program for the effective management and disposition of its records. Agencies shall retain in their custody only those records that are needed in the conduct of their current business, and except as herein otherwise provided, shall promptly cause all other records to be offered for transfer to the National Archives or proposed for other disposition in accordance with law.

2. No records shall be transferred by one agency to the custody of another agency without the approval of the Director of the Bureau of the Budget except for their retirement to the National Archives, as a temporary loan for official use, or as may be otherwise required by statute or Executive order. Any records in the custody of any agency which, in the judgment of the Director of the Bureau of the Budget, are not needed in the conduct of its current business and are needed in the current business of another agency shall be transferred to the latter agency if, in the opinion of the Director, the public interest will be best served by such transfer, provided that any portion of such records deemed to have enduring value may be accessioned by the National Archives and placed on loan to the agency to which the records are physically transferred. In making determinations concerning the transfer of records the Director shall give due regard to the importance of having Government records which are not confidential made generally available to Government agencies and to the public.

3. The Civil Service Commission, with the approval of the Director of the Bureau of the Budget, is authorized to promulgate regulations, not inconsistent with law and regulations of the National Archives Council, requiring and governing the establishment, content, transfer among agencies, and other disposition of personnel records, provided that no agency shall be required to release or transfer confidential material affecting any of its employees.

4. Except as provided in the preceding paragraph 3, the Director of the Bureau of the Budget with the advice and assistance of the National Archives shall conduct such inspections, require such reports, and issue such directives and regulations as he may deem necessary to carry out the provisions of this order.

5. No transfer of records (except in connection with a termination or transfer of functions) shall be made hereunder when the head of the agency having custody of the records shall certify that such records contain confidential information, a disclosure of which would endanger the national interest or the lives of individuals. Whenever any records are transferred which contain information procured under conditions restricting its use, the use of such records shall continue to be limited by such conditions. The provisions of this order shall not be deemed to require the transfer or other disposition of records or authorize access to records in contravention of law or of regulations of the National Archives Council.

6. Definitions

(a) The term "agency" as used herein shall be deemed to mean any executive department or independent establishment, including any government corporation that is operated as an instrumentality of the Federal Government.

(b) The term "records" as used herein shall apply to all books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public or organizational business and preserved or appropriate for preservation by that agency as evidence of or because of its informational value in relation to its organization, functions, policies, personnel, operations, decisions, procedures, financial transactions, and all other activities of an administrative, management, or program nature.

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

The first general meeting of the Interagency Records Administration Conference for the 1946-47 season was held on October 9, 1946, with a panel

discussion on "Organizing the Federal Government for Records Administration." Participating were: E. B. Wilber, Bureau of the Budget; Dan Lacy, National Archives; Herbert E. Angel, Navy Department; and Mrs. Olive R. Surgen, Federal Security Agency. Sherrod East of the War Department presided over the meeting.

The November general meeting dealt with "A Post Mortem on Records Management Work During World War II." Henry J. Lilienfield, Bureau of the Budget, was chairman of a panel which included Edmund D. Dwyer, Navy Department, Wayne C. Grover, War Department; Edward G. Campbell, National Archives; and T. R. Schellenberg, Office of Price Administration. The December general meeting will deal with "The Relationship Between Historical Programs and Records Management Programs."

A new round table series on the subject "Techniques of Correspondence Management" met for the first time on November 1, 1946. Miss Miriam Edwards, Veterans Administration, substituting for Miss Mona Sheppard, the round table leader, presented in broad outline the significant relationships between correspondence management and a general records management program. Subsequent sessions in this series will deal with specific problems relating to correspondence and records administration.

The round table on case studies of records management in Federal agencies is being continued this year under the leadership of Henry J. Lilienfield, Bureau of the Budget. The first meeting was held on November 15, 1946.

Processed transcription of the remarks made at the general meetings of the Conference are available for distribution. Copies may be obtained by writing the Conference Secretary, Joseph F. Vaughan, National Archives, Washington 25, D.C.

U. S. CIVIL SERVICE COMMISSION

In November the Commission released an announcement of a Junior Professional Assistant examination with several optional fields of specialization, including that of archivist. Certification for employment as archivist in the Federal service at the professional grade "P-1" will be made from registers established as a result of this examination. The closing date of the examination was December 3, 1946.

MIDWESTERN FILING CONFERENCE

The 15th annual meeting of the Conference was held in Chicago on October 11. The program included a paper by Helen L. Chatfield on the treatment of subject matter in files; a discussion of the application of motion economy to a filing system, by John A. Spear; and a review of recent developments in microfilming techniques, by Franklin M. Morgan.

SPECIAL LIBRARIES ASSOCIATION

The Archives Committee of the Association is engaged in the preparation of a manual of procedure on the care and preservation of SLA archives. Efforts are being made to bring all pertinent material into the archives, to

keep it up to date, and to investigate the location of missing archives of certain chapters and discontinued groups of the Association. The minutes of the Executive Board and the Council are being indexed.

U. S. DEPARTMENT OF STATE

A program for the publication of an authoritative collection of German Foreign Office documents and other official papers is being undertaken by the Department. Raymond Sontag, of the University of California, is director of the project, which was approved by Congress last spring. The objective of the Department is the publication of the complete and accurate documentary record of German foreign policy preceding and during World War II. It is believed that more than 20 volumes will be required for this task.

In order to guarantee the objectivity of the undertaking, the Department is calling in outside scholars of the highest reputation. There are hundreds of tons of papers of the German Foreign Office which will have to be scanned by the staff of editors who will be sent to Germany for this work. It is believed that three years or more will be required for the task. A photographic project is currently reducing the tons of written material to microfilm. The films are being flown to the State Department from Germany. They began arriving several months ago and are now in the process of being catalogued and translated.

NATIONAL COMMISSION FOR UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION

On September 26, 1946, the National Commission for UNESCO, adopted the following statement concerning archives presented to it by the Round Table on Cultural Institutions:

The Round Table believes that the development of archival services, though to a large extent a matter for local responsibility, is in the interest of the maintenance, increase and diffusion of information which is one of the objectives of UNESCO. In particular, the development of such services is in the interest of the preservation of the materials of research and the truth of the historical record, and it is important furthermore for the advancement of the studies dependent upon these materials that they be readily and equally available to the scholars of all countries. Specifically, the Round Table is concerned that the archives of international bodies for which there is now no continuing responsibility, shall at least be assured of permanence of custody and availability.

The Round Table consequently recommends that UNESCO take the steps of promoting the formation of an international body of archivists which will make the development of archival service, exchange of personnel and general accessibility of archives its immediate and continuing concern, and of securing from such a body recommendations regarding the custody and service of the archives of international bodies.

The recommendations in this statement were furnished to the State Department for the use and guidance of the American delegation to the first meeting of UNESCO in Paris in November.

BUSINESS ARCHIVES

The New York Committee on Business Records held a dinner meeting on November 6 to discuss plans for the coming year. The principal objective

which the Committee set for itself was the publication of a pamphlet or manual, possibly with supplements, on the problem of management of business archives. The Committee has in mind engaging an experienced worker in archives to prepare something akin to the Hower pamphlet on the preservation of business records, but revised in the light of the wealth of experience with archives which our country has had since the appearance of that pamphlet. It is hoped that either by grant from some research foundation or by convincing a publishing house of the need which exists for such a publication, that this objective may be reached in the near future. The new executive secretary of the Committee is William Miller, 19 Fifth Avenue, New York 3, N.Y. Mr. Miller welcomes any communications from persons interested in the Committee's work.

Newspapers recently carried a story to the effect that Roger Babson, statistician and investment counselor, had said in an impromptu talk before the Tulsa (Oklahoma) Foreign Affairs Club that he had sent an agent to appraise the damage done to personal wealth of Hiroshima and Nagasaki businessmen and that he had learned that the terrific heat of the atom bomb's blast had melted above ground vaults, boxes and the like. Consequently, the story continued, Babson said he had advised his clients to make film records of valuable papers and to deposit them underground. Babson indicated that he himself was building a depository at Eureka, Kansas.

CHURCH ARCHIVES

Rev. John Tracy Ellis gives the following brief description of the archives of Mount Saint Mary's College in Emmitsburg in the October issue of the *Catholic Historical Review*:

The archives of this second oldest American Catholic college are extensive. There are over seventy file boxes of correspondence dating from 1808 to 1938 arranged chronologically by months in folders within the boxes. There are, as well, a number of unsorted boxes of correspondence, over twenty file boxes of financial papers, dozens of ledgers, journals, notebooks, student records, old issues of the *Catholic Directory*, and several fairly long runs of Catholic newspapers. Provision is to be made in the new library building to house these important archives, and it is the hope of Hugh J. Phillips, the archivist, that the work of indexing the papers can soon be speeded up so that the entire collection may be indexed and calendared for the sesquicentennial of Mount Saint Mary's, which is to be celebrated in 1958.

Dr. Ellis also reports that work is progressing at the New York Archdiocesan Archives, St. Joseph's Seminary, Dunwoodie, Yonkers, in calendaring of the materials relating to the life and administration of John Hughes, first archbishop of New York. The collection comprises the original materials from the files of the archdiocese and an extensive accumulation of transcripts and photostats from European and other archives.

The June 1946 issue of *Culture* carries an article on "Les Archives du Saint-Siège importantes sources l'histoire politico-religieuse du Canada" by Conrad Morin of the University of Montreal. Father Morin has furnished a good guide by which the student can familiarize himself with the holdings

of the Vatican archives on the Canadian Catholic Church and of the Canadian archives on the same subject.

TRAINING OF ARCHIVISTS

The Imperial Record Department, New Delhi, India, provides facilities for training a limited number of students in "scientific methods of (1) storage, preservation and repair and (2) historical research." The program of training covers two years and consists of six months instruction in each of the following fields: archival administration, preservation of archives, calendaring and indexing, and librarianship. All candidates for the full course must be graduate students preferably holders of the MA; candidates for a one year course (any two courses) must be graduates of an Indian University; and candidates for a 6 months course (preservation of archives) must be either graduates in science or employees of governmental or other institutions concerned with archives. Diplomas are given by the Indian Government upon successful completion of the full program, and certificates are given on the completion of each course. No fees are charged for any of the courses, but students are expected to pay their own expenses. The course on archives administration is based largely on the content of Hilary Jenkinson's *Manual on archives administration*. The course on preservation of archives consists of four parts (1) theoretical study of modern methods of storage, repair and preservation of records; (2) repair of loose papers; (3) binding and preservation and repair of bindings; (3) study of special problems, such as maps, fire and water damaged records, testing of paper and the like. Calendaring and indexing each are given attention for three months, and the course in librarianship seeks to give the archivist a general understanding of the underlying principles and practices of the library profession.

Archivists interested in the subject of training may be interested in reading two recently issued studies on the problem of training in the field of library science: Joseph L. Wheeler's *Progress and problems in education for librarianship* (Carnegie Corporation of New York, 1946) and Periam Danton's *Education for librarianship: criticism, dilemmas, and proposals* (Columbia University School of Library Service, 1946).

FOREIGN NEWS

United Nations Archives

The United Nations Archives has been established as a Section within the Department of Conference and General Services of the Secretariat. Mr. Arvid Pardo, who was associated with the archives work of the Preparatory Commission and the first part of the General Assembly's first session in London, has been succeeded as acting archivist by Robert Claus, on leave from the National Archives. An operating program and an organizational plan have been approved, and recruitment of personnel is being pressed. The skeleton staff now consists of nationals of the United States, Great Britain, Canada, Yugoslavia and Switzerland.

In addition to the Archivist's Office, four units are planned: Archives Service, Photographic Records, Appraisal and Liaison, and Index. Reference work for the Secretariat and the delegations to the General Assembly is of particular importance during the Assembly session, but work is also being carried on in the arrangement, editing, and binding of records of the United Nations Conference on International Organization at San Francisco and the preparatory Commission, and on the preparation of indexes and other finding aids to these and more recent records. Arrangements are being made for the storage and servicing of a large quantity of sound recordings of speeches made in Assembly and committee meetings, and, in conjunction with the Documents Division, plans are being worked out for the preparation of microfilm copies of all current document series.

Germany

Last March American authorities in Germany announced that they had discovered the membership records of the Nazi party and had taken them to Berlin for the use of the four occupying powers in the administration of the military government. A United States Senate Subcommittee Print of the 79th Congress, Second Session entitled *Nazi Party Membership Records* (2 parts) includes the following information concerning these records which was furnished by Maj. William D. Browne in a special interview on May 3, 1946:

It is now estimated that the U.S. Army Military Government holds the full record of every person who joined the Nazi party and of everyone who was refused or "black-listed" by the party. The document center in Berlin has investigation reports, "Fragebogen," and applications of members and pretensional members, the correspondence files of Reichsschatzmeister Schwarz, secret minutes of meetings between Hindenburg, Hitler, Neurath, Ribbentrop, and others at the time Hitler came into power, the financial records of NSDAP, correspondence files of Ritter von Epp, (Reichsstatthalter), and files classified "Geheime Reichssache" ("top secret") showing minutes of meetings and subjects discussed by the French Armistice Commission, in Wiesbaden at the time of the French surrender in 1940. These cards, files, correspondence and related documents cover NSDAP activities all over the world.

These records fell into the hands of the United States Army through the desire of a German paper-mill operator to gain favor with the Americans. From that point, the story is principally one of intelligent investigation on the part of American Military Government personnel of Detachment E-205, located in Munich.

In September 1945, curiosity was aroused by the finding of four gunny sacks filled with cards in the building where this detachment was housed in Munich. These sacks had been examined cursorily by an American unit, but abandoned as uninteresting or unimportant. This was understandable because there were no marks whatsoever on the cards to indicate that they were Nazi party records. It was decided to trace the origin of the cards.

The cards had been brought to the building in Munich in United States Army trucks from a nearby paper mill whose owner had advised the United States Army that these cards were in his plant. A few Germans who had worked with the files and knew their value were then located. These workers who believed that the records long since had been destroyed (that's why they were in the paper mill—to be made into pulp), identified the records. A thorough check of huge piles of paper at the mill disclosed cards, records, and papers buried under tons of waste and debris.

Immediate steps were taken to sift through this mass of waste to collect and preserve

NSDAP cards, records, and papers. Security measures were taken to prevent further possible loss of these related documents. A search of other paper mills in the area disclosed the remainder of the records.

During the period September 19, 1945, to January 21, 1946, the Special Branch of Military Government Detachment E-205 located approximately 55 tons of NSDAP documents. Under the direction of Lt. Col. J. W. Hensel, Glendale, Calif., the detachment commander, these records were transferred to the 6889 Berlin Documents Center. Now these records are being sorted and cataloged under the direction of Lt. Col. Hans W. Helm and extraordinary progress is being made. Carefully screened Germans, under close supervision of Americans, are handling the sorting job.

When finally cataloged and sorted, these files will prove of extreme value in carrying out one of the key aims of the Potsdam Declaration—destruction of the National Socialist Party and its affiliated and supervised organizations.

Mexico

The Archivo Histórico de Hacienda is publishing *Relaciones Estadísticas*, a series of volumes reproducing 17th and 18th century documents of the Archivo pertaining to the economic history of Mexico. Five volumes have now been published. Dr. Augustín Hernández, who visited the United States some time ago, is the head of the Archivo.

Volume 4 of *Mexico, historia de su evolución constructiva*, prepared by a number of Mexican scholars in 1945, includes on p. 99-119, considerable data on the archives of Mexico, including the archives of the Supreme Court of Justice, the legislative branch, the treasury, the notaries, the Federal District, the Secretary of State, the National Library, National Museum, the National Archives, the Archbishopric of Mexico, convents and congregations, and the Federal states.

Netherlands

The following paragraph is taken from a letter of Jonkheer Dr. Graswinckel, archivist of the Netherlands, to the archivist of the United States:

I am glad to be able to let you know that the archives in The Hague and in the depots in the other places have not suffered seriously. But much is still packed in shelter and it will take us a lot of time and work to bring all back in the original places. The archives of the Dutch East Indies are all right, but at this moment still in the hands of the Republica Indonesia.

The Netherlands Government recently presented to Major Seymour J. Pomrenze the Silver Medal of Honor in recognition of work performed by him at the Offenbach Archival Depot in gathering and restituting to the Netherlands records, books, and allied materials "evacuated" from the Netherlands by the German Army and Nazi organizations. Special mention was made in citation to the aid given by Major Pomrenze to Jonkheer Graswinckel, head of the Netherlands Rijsarchiv, while he was in charge of the Netherlands Archives Mission in Germany. During March-April, 1946, Major Pomrenze supervised the restitution of 930 cases of looted materials to the Netherlands, including the Biblioteca Rosentalia of the University of Amsterdam, and the library of the Societas Spinoza, The Hague.

Peru

Last year the Archivo Histórico del Ministerio de Hacienda y Comercio del Peru was established with the object of making possible adequate documentation of national economic history. The new organization consists of two sections, one for the colonial era, the other for the national epoch. It is an organization similar to the Archivo Historico de Hacienda in Mexico and contains in its Colonial Section 1,274 manuscript volumes. The great part relate to the accounts of the Royal Hacienda, beginning with 1602; 202 volumes of the Tribunal of the Consulate, which go from 1602 to the years of independence; the laws of the Commercial Juntos, with valuable data on the general state of the viceroyship; and the royal decrees and ordinances of the Royal Hacienda. Also included in the Colonial Section are parchments of a legal and religious character known as the Archives of La Congregación del Oratorio de San Felipe. The Republican Section possesses many documents autographed by Bolívar, San Martín, and other figures of the revolutionary days.

Sweden

A very interesting set of plans for a new Municipal Archives Building in Stockholm, Sweden, was on display at the recent meeting of the Society of American Archivists in Washington. A most striking feature of the plans is the underground stack areas, which were completed in the latter years of the war.

COLORADO

Dorothy K. Taylor, supervisor of records for the Denver and Rio Grande Western Railroad Company, sends the following message to readers of THE AMERICAN ARCHIVIST: "Make Plans 1947 Vacation and Convention in Colorado."

DELAWARE

The Public Archives Commission is developing at the Hall of Records a film library consisting of gift motion picture films of an educational or historical nature pertaining to the activities of the state. The Commission has also secured and has in operation at the Hall of Records satisfactory sound recording equipment.

Leon de Valinger, Jr., state archivist, was honored recently at a Kiwanis Club luncheon when he was awarded the Veterans of Foreign Wars Citizenship Medal "in recognition of a special service to the community." This service involved the preparation and maintenance of a complete and detailed record of the service of Delaware citizens in the service of our country during World War II and particularly the preparation of a memorial volume containing the records of those citizens who lost their lives in such service.

The annual report to the Commission for the fiscal year 1945-46 and the *Approved List of Papers and Inks* have been published and are available for distribution. Considerable favorable publicity was received locally when the annual report revealed that the Hall of Records had preserved by lamination the records of the Wilmington High School for the years 1874-1914.

GEORGIA

Regents of the University System of Georgia voted recently to make available funds to purchase a collection of colonial records of Georgia which had been in the hands of an English family until November 13 when they were sold at auction in London. Although the Regents decided that because of their character the documents should go to the University of Georgia Library, they congratulated Mrs. Louise Hays, keeper of the state archives, for her prompt action in bringing the availability of the documents to public attention. All member institutions of the University System, including the state archives, will receive copies of the original documents which include (1) journals and letters of Col. William Stephens, secretary for the Affairs of Trust within the Province of Georgia, 1737-1745, including reports on the building of towns and villages; (2) transactions and correspondence of the Trustees for the Establishing of the Colony of Georgia, 1732-1742; (3) a list of persons who went from Europe to Georgia on their own account or as the Trustees charge or who joined the colony or who were born into it; (4) accounts of the lands granted by the Trustees; (5) letter books of the Trustees, 1736-1742.

KANSAS

George A. Root, curator of archives at the Kansas Historical Society, retired on January 1 after more than fifty years of service. Mr. Root became well known because of his connection with the discovery, arrangement and description of the voluminous papers of the Rev. Isaac McCoy, Kansas pioneer, and for his connection with the mapping of the Santa Fé Trail. He recently completed valuable studies on the activities of stage coach companies in pioneer Kansas.

MARYLAND

The Hall of Records has completed indexing of the Probate Papers (to 1788) recently received from Baltimore, and 49 bundles of Probate material, 1696-1788, have been received from Prince George's County but have not yet been indexed. The microcopying of land records of Charles County under the provision of the Act of 1945 has been completed, and over 250 reels of microcopy of state and county records, most of them covering records of the colonial period, have been deposited with the Library of Congress and a similar number will go to the Henry E. Huntington Library in San Marino, California.

Among the manuscripts recently acquired by the Maryland Historical Society are land papers of the Maddox family; St. Mary's County Land Papers, 1650-1775; Talbot County land papers, 1659-1837; business correspondence of James Thompson, Baltimore commission merchant, 1814-1836; and records of the Female Bible Society of Annapolis, 1828-1847.

MICHIGAN

Effective November 1, changes in the staff of the Michigan Historical Collections of the University of Michigan were as follows: Dorothy King,

assistant curator of manuscripts, resigned to become curator of rare books in the Smith College Library; Mrs. Mary Leigh Welch, secretary, became assistant curator of the Michigan Historical Collections; Mrs. Jane T. Lemish was promoted to research assistant, and Mrs. Marjorie S. Branaka was appointed as the new secretary. Important among the recent accessions of the Michigan Historical Collections is a gift of Dr. Nelson Vance Russell, president of Carroll College, consisting of microfilm copies of Lewis Cass letters, the originals of which are in the National Archives. There are 57 rolls of film and they include records of the U. S. Legation in Paris, 1835-42; of the Office of the Secretary of War, 1832-37; of the Secretary of War (Military Affairs), 1833-36; of the Michigan Superintendency of Indian Affairs, 1819-31; and of certain Revolutionary War pension files.

MINNESOTA

A draft of an archives bill has been prepared by a group of officials of Minnesota, including the state auditor, the attorney general, the commissioner of education, and the superintendent of the Minnesota Historical Society. It is hoped that it will be possible to revise present archival legislation to permit the creation of an effective archives commission with appropriate duties and powers. A legislative appropriation will be sought to carry out the work of the commission at the same time.

MISSISSIPPI

A plan of mutual assistance between the Department of Archives and History and the Department of History of the University of Mississippi has been worked out whereby William D. McCain, state archivist, will assume the title of professor of history and will assist graduate students of the University with their research problems. Mr. McCain is also serving during 1946-47 as lecturer in history at Millsaps College.

The recent session of the Mississippi Legislature increased the appropriation of the Department of Archives and History from \$37,120 to \$46,620. Recent additions to the private manuscript holdings of the Department include 22 collections, containing more than 700 pieces and 40 volumes, as follows: Balfour Diary, Siege of Vicksburg, 1863, 1 vol.; Solomon S. Calhoun Papers, 1851-1908, 263 pieces, 2 vols.; Cora W. Carey Papers, 1808-1909, 76 pieces, 1 vol.; John W. Crisler Papers, 1865-1874, 6 pieces; Daughters of Confederate Veterans Papers, 1894-1937, 931 pieces, 5 vols.; Harris Dickson Papers, 1888-1946, 2013 pieces, 25 vols.; V. C. A. Fitz-Hugh Manuscript, 1926, 1 vol.; Foster and Freeman Freeland Papers, 1838-1852, 19 pieces; Robert H. Golliday Papers, 15 pieces; William M. Gwin Papers, 1856-1863, 17 pieces; Abijah and David Hunt Papers, 89 pieces, 1 vol.; A. G. Lancaster Daybook, 1855-1859, 1 vol.; Roy E. McLeod Papers, 1941-1945, 30 pieces; Mississippi Library Association Papers, 1936-1944, 842 pieces; D. P. Porter Papers, 1838-1898, 88 pieces; William Priestly Papers, 1833-1932, 1,915 pieces, 3 vols.; Nannie H. Rice Papers, 1923-1925, 371 pieces; George P. Ritchey Papers, 1939, 44 pieces; Daniel Ruggels Papers, 1862-1865, 309

pieces; Ellen S. Satterfield Papers, 1943-1945, 21 pieces; Walter Stith Papers, 1877, 8 pieces; William Yerger Papers, 1862-1910, 280 pieces..

MISSOURI

Recent acquisitions of the Western Historical Manuscripts Collection of the University of Missouri include: Debates and Proceedings of the Missouri Constitutional Convention, Jan. 1845-1846; papers of Col. Richard Dalton, Missouri lawyer and politician; memoirs of Thomas E. Breckenridge, who went with John C. Fremont on two of his expeditions; papers of the Munday family, farmers and slave owners in Missouri; papers of A. N. Glenn, northern Missouri business man; and 27 volumes of the proceedings of various scientific, literary, and social organizations of the University of Missouri, 1842-1916.

NEW YORK

The New York Historical Society has recently received the following manuscripts: account book of General Philip Schuyler, 1762-1770; business papers of John B. Schuyler, 1778-1795; civil war letters of Kiliaen Van Rensselaer, 1st Lieut., 39th New York State Volunteers; papers of Hon. J. Mayhew Wainwright (1864-1945); members of Congress from New York 1923-1931; letters to and from Gen. Theodore B. Gates, 1853-1900; and the diary of Henry C. Cryder, Feb.-Sept. 1898, during the Klondike gold rush.

NORTH CAROLINA

Christopher Crittenden, director of the State Department of Archives and History, has been granted leave of absence until June 30, 1947, in order to assist in the planning and direction of the World War II Records Project at the National Archives. Henry Howard Eddy will serve as acting director in Mr. Crittenden's absence. Miss Frances Williamson, member of the staff of the Department, resigned October 1.

The Genealogical Society of Utah is conducting a project of microfilming the early county records of North Carolina. Mr. James M. Black, representing the Society is working in cooperation with the State Department of Archives and History in the work of filming the records. The project was begun before the war.

OHIO

The Trustees of the Rutherford B. Hayes and Lucy Webb Hayes Foundation recently announced the appointment of Watt P. Marchman as director of research for the Foundation. Mr. Marchman, lately returned from military service in Europe, was prior to his appointment corresponding secretary and librarian of the Florida Historical Society. Curtis Garrison, formerly with the Foundation, has joined the staff of the Civilian Production Administration in Washington.

Through the efforts of Leonard F. Fuerst, clerk of the courts of Cuyahoga County, and his chief deputy, Neal H. Mansell, the Ohio Legislature was encouraged to pass a microfilm law, the text of which is printed below. The

bill is not exactly as presented by Messrs. Fuerst and Mansell, but is the result of their bill plus a number of amendments. These amendments allowed several flaws to be incorporated in the finished product and it is hoped that these will be eliminated at the next session. The law as printed in Baldwin's *Ohio Code* is as follows:

Sec. 32-1. Any officer, office, court, commission, board, institution, department, agent or employee of the state, county, or any political subdivision, being charged with the duty or authorized or required by law to record, preserve, keep, maintain or file any record, document, plate, court file, paper or instrument in writing, may, whenever any such officer, office, court, commission, board, institution, department, agent or employee of the state, county or any political subdivision shall deem it necessary, for the purpose of recording or copying same; preserving and protecting same, reducing space required for storage or filing of same, or any similar purpose have or cause to have any or all such records, recorded, copied or reproduced in duplicate by any photostatic, photographic, miniature photographic, film, microfilm or microphotographic process, which correctly and accurately copies or reproduces, or forms a medium of copying or reproducing, the original record, document, plate, paper or instrument in writing. Such duplicates shall be stored in different buildings. Said film or paper [sic] used for this process shall be of acetate base and shall comply with the minimum standards of quality approved for permanent photographic records by the national bureau of standards. Any such officer, office, court, commission, board, institution, department, agent or employee of the state, county or any political subdivision may purchase or rent required equipment for such photographic process, if necessary. When so copied or reproduced to reduce space required for storage or filing such records, said photographs, microphotographs, microfilms or films, when properly identified by the officer making them, shall have the same force and effect at law as the original record, and may be offered in like manner and shall be received as evidence in any court where such original record could have been so introduced. Duly certified or authenticated copies of such photographs, micrographs or films shall be admitted in evidence equally with the original photographs, microphotographs or films.

Such photographs, microphotographs, microfilms or films shall be placed in conveniently accessible, fireproof and insulated files, and provisions shall be made for preserving, safe-keeping, using, examining, exhibiting, projecting and enlarging the same whenever requested, during office hours. When such photographs, microphotographs, microfilms or films shall have been so made and placed, the original filing record may be destroyed or otherwise disposed of, provided, however, that no such original filing records shall be destroyed or otherwise disposed of, unless or until the time for filing legal proceedings based on any such instrument shall have elapsed and, in no event, unless twenty-one years shall have elapsed after the date of the filing of said original instrument or document. (121 v 338. Eff. Oct. 11, 1945.)

OREGON

The following is a list of inventories prepared by the Oregon State Archives: (1) inventory of the records of the Oregon State Defense Council; (2) inventory of the records of the Oregon State Industrial Accident Commission; (3) inventory of the records of the Hillcrest School; (4) inventory of the records of the Corporation Commission Liquidations; (5) inventory of the records of Fair Participation of the State; and (6) inventory of certain records of the State Legislature. A statement of inventory principles has also been issued.

PENNSYLVANIA

Correspondence, manuscripts, and other papers relating to the history of Pennsylvania State College, and the state of Pennsylvania have been located

in the Bellefonte home of the late Governor James A. Beaver, chief executive of the state from 1887 to 1891 and on the board of trustees of Penn State from 1874 to 1882 and 1897 to 1914. Through the cooperation of Thomas Beaver, son of the governor, and the present owner of the property, the collection has been turned over to the Penn State Library. The papers were located when John H. Gleason, assistant professor of journalism at Penn State, was looking for brick for a home he is building. He was examining brick in the Beaver residence, which was being torn down, and found a room that could be reached only from the porch roof. In this room, the walls of which consisted of solid concrete, were found records of every type—letters, stock certificates, photographs, campaign literature, civil war army commissions, legal papers, administrative and other papers pertaining to the development of Penn State College 1880-1890. In the carriage house many additional papers were found, including the minutes of the trustees of the college.

VIRGINIA

The Virginia World War II History Commission, of which W. Edwin Hemphill is Director, has announced an expansion of its staff. Elizabeth D. Coleman, Newton B. Jones, and William M. E. Rachal have been appointed to full-time research positions; Herbert Clarence Bradshaw and Harvey Lee Price have undertaken part-time research work on the state's educational and agricultural war history, respectively. The Commission is continuing its collection of war records and has undertaken the preparation of a number of proposed volumes. Its headquarters are in the University of Virginia Library Charlottesville.

An "archive of the cartoons of Fred O. Seibel" has been established in the Division of Manuscripts of the University of Virginia Library. The creation of the Seibel Archive was begun in November, 1946, with a gift by Mr. Seibel of more than 1,000 original drawings. The collection will ultimately include upwards of 3,000 original drawings and 8,000 different printings. A public exhibit of selected political cartoons, marking Mr. Seibel's twentieth year as cartoonist for the *Richmond Times-Dispatch*, was opened on Sunday afternoon, December 1st, with an informal talk by Mr. Seibel.

Recent accessions to the manuscript collections of the University of Virginia include the following: diary of Thomas Lewis, 1746-1747, relating to the survey of the southern boundary of the Fairfax Grant in northern Virginia; business account books of the Horner family of Warrenton, Va., 1789-1790 and 1838-1841; about 500 manuscripts, 1795-1860, added to the Grinnan Papers, mostly business correspondence of Daniel Grinnan, Fredericksburg, Va., flour merchant, 1795-1815, and his associates Murray and Mundell; 150 ships' manifests, Suffolk, Va., 1797-1820; Upshur Balderston Quinby Papers, 1800-1898, 750 pieces; Philip A. Klipstein letters, 1823-1869, 55 letters of a physician who was also an inventor, artist, and politician of Fauquier County, Va.; 21 volumes of the minutes of the General Faculty, University of Virginia, 1826-1910, transferred to the University's archives in the Manuscript Division of the Library; business papers, 1830-1870, of Joseph Seay,

of Caroline County, Va.; correspondence, notebooks, and other papers of four former professors of the University of Virginia, Gessner Harrison, Francis H. Smith, Charles W. Ketn, and John Jennings Luck, 900 pieces, 1850-1938; 300 pieces, 1895-1918, records of a general store in Culpeper County, Va.; additional files, 1942-1943, covering war time meteorology courses at the University of Virginia.

Several of the more important collections on deposit at the University have been increased by additional papers: papers of the Baylor and Blackford families of Caroline County, Va., 1768-1905, 1,700 pieces; correspondence of James Bowen Baylor and the U. S. Coast and Geodetic Survey, 1880-1900; Cabell-Carrington Papers, 1776-1890, 1,500 pieces.

WISCONSIN

The State Historical Society has taken over from the State Adjutant General's Office 31 cartons of records of Wisconsin soldiers who served in the Civil War.